

STUDENT GUIDE TO RIGHTS & RESPONSIBILITIES

SPRING-SUMMER 2011

Including Registration Information

Dear Students,

Welcome to Tyler Junior College, home of the Apaches! We are pleased that you have selected the premier two-year college in the nation to advance your educational and personal goals.

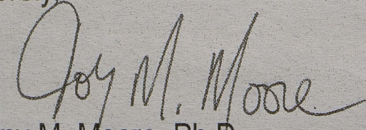
Since 1926, TJC has been fulfilling three promises to its students and the Tyler area by providing a quality education, a vibrant student life and service to the community. However, a lot has changed since then. Many years ago, Tyler Junior College was known as the friendliest college in Texas. Our current president (Dr. Mike Metke), wants us to return the moniker of 'friendliest college' to TJC and subsequently take that reputation beyond Texas and become the friendliest college—anywhere. Our top-notch faculty and students have set examples on a national scale in the academic arena, in athletics, amongst student organizations and in service to mankind. Certainly, we can also become a national model for civility, kindness and responsible behavior.

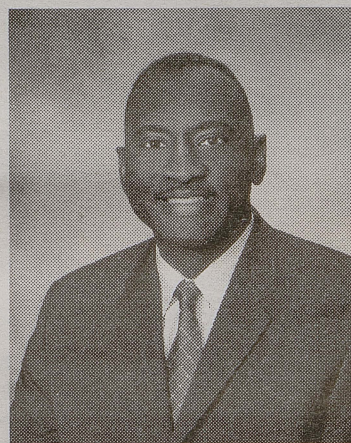
At Tyler Junior College, civility is part of a district-wide initiative to make the campus climate to be safe, mutually supportive, academically encouraging, egalitarian, and tolerant of all of its members. Remember that tolerance is only the first step toward acceptance, which is the ultimate goal of being a diverse individual. TJC promotes learning and the development of the whole student. We strive to be a college community characterized as thinking, caring, inclusive and active. Such a college community requires that its students—having made the choice to join—strive themselves in enhancing the college community. New lush landscaping at the TJC main campus has been transformed into a new security feature utilizing the concept of Crime Prevention through Environmental Design. And, that's not all. Students, faculty and staff will also have to display college identification cards (ID) and dress for success.

Please take a few minutes to become familiar with the various policies and procedures of the College. Whether you receive academic advising, career counseling or some other service, you will find numerous counselors, faculty, administrators and (East Texas) friendly staff members that are eager to assist you in achieving your goals.

I hope you will take pride in being a part of the "new" TJC as the College continues to grow.

Sincerely,


Johnny M. Moore, Ph.D.



Dr. Johnny Moore
Vice President - Student Affairs

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**Class Schedules
are online at:
www.tjc.edu/OnlineSchedule**

APACHE ACCESS & ONLINE REGISTRATION

What is Apache Access?

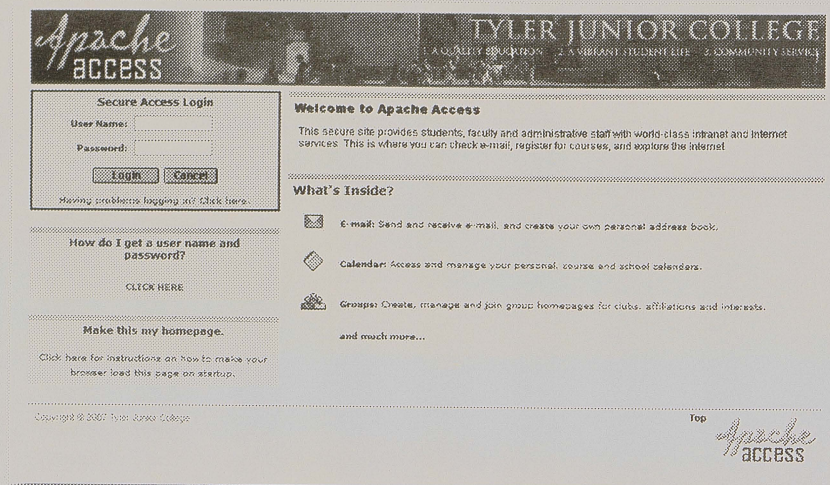
Apache Access is a secure website designed to provide students, faculty and staff with Intranet and Internet services and applications.

Think of it as a collection of tools for your academic and work success at Tyler Junior College.

Faculty, staff and students learn about upcoming events, access announcements, join interest groups, and store Internet links and bookmarks through Apache Access.

It is also where students check e-mail, register for courses, access financial aid and scholarship information and check grades.

Your secure log-in grants you access to a highly customizable view of TJC tools. Because Apache Access is highly flexible, you can customize it to offer the information you want.



Online Registration

Accessing Online Registration

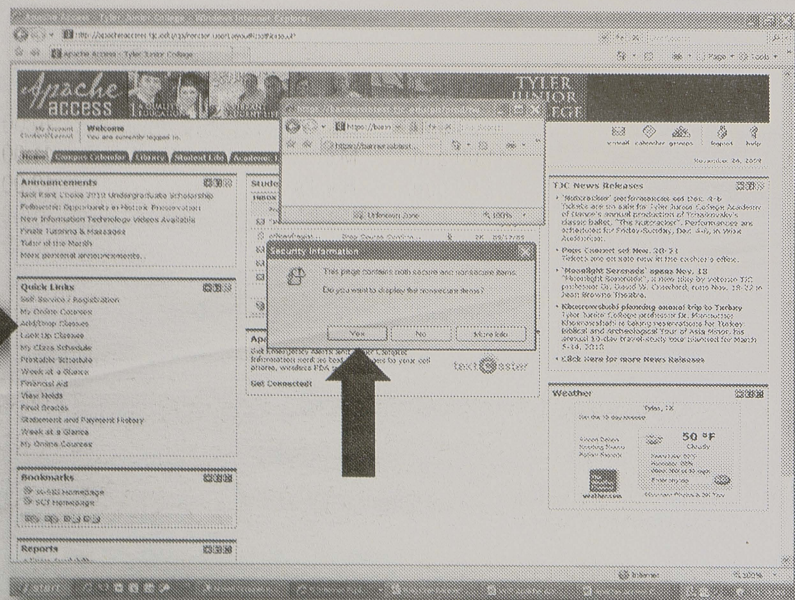
- Go to the main TJC website: www.tjc.edu and click on "Apache Access."
- To log-on use your A# for your Login ID (Ex: A00012345). For first-time users, your defaulted Password is your date-of-birth (ex. June 21, 1975 would be 062175).
- You will then have to change your password to a minimum 6-character password.

Common Registration Errors:

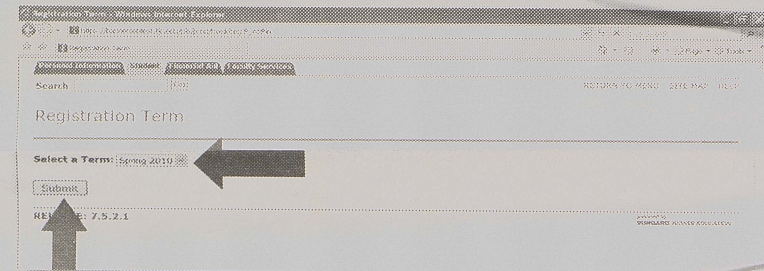
- If you have a class with a LAB, you must enroll in the lab and lecture section at the same time. If you receive a "Link Error" Message retry enrolling in both lecture and lab.
- If you receive a 'TSI Error' or a 'PREQ Error' Message contact your Academic Advisor.

Once Logged in:

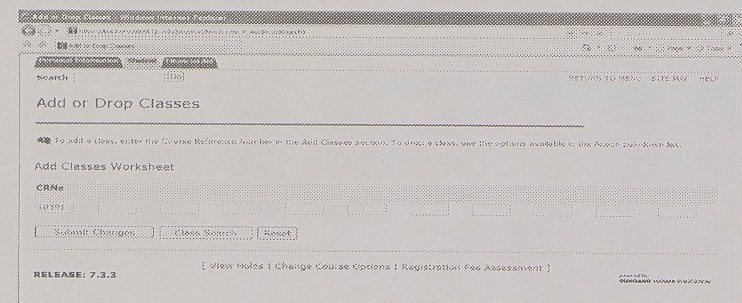
- Go to Quick Links and select *Add/Drop Classes*. This page will come-up in Apache Access; Always click YES to be able to continue.



- At this Screen, Select the current Term such as "Spring 2010" then click on *Submit*.



- At the Registration screen select *Add or Drop Classes*. If you know the Course Reference Number (CRN) for your classes you may enter the CRN for each class in the ADD Class section. Click on *Submit Changes* to register for your classes. If you do not know the CRN for your classes you will need to select *Class Search*.



**Class Schedules are
online at:
www.tjc.edu/OnlineSchedule**

*While striving to maintain system availability 24 hours a day, seven days a week, systems will have to be made unavailable during nightly file updating runs and occasionally on weekends and/or off-hours for system maintenance.

- In Class Search you may search for classes by Subject and other criteria. Scroll to find your subject, highlight your selection and click on Class Search.

- To choose a class from those listed, check the box in front of the CRN. You may select *Register* or *Add to Worksheet*. Repeat the Class Search to continue adding other classes. If you use the Worksheet you must click *Submit Changes* to successfully register your classes.

- If you desire more information about the class, click on the CRN number and additional information will come-up. To return to your worksheet click on *Return to Previous* or *New Search*.

- After you have found the CRN's you want, enter them in the CRN boxes in the Add / Drop screen and Click on *Submit Changes*, and you will see classes that you are enrolled into.

Online Registration Spring & Summer 2011

Spring 2011 October 31 - January 5
Maymester 2011 March 27 - May 9
Summer I, 2011 March 27 - May 29
Summer II, 2011 March 27 - July 3
Fall 2011 April 17 - August 14

Don't Be Late! • Avoid the Lines -- Do it Online!

Students must meet with an Academic Advisor before attempting to register IF they: are a new high school graduate; are new to TJC; are non-TSI complete or exempt; are on academic probation or suspension; have less than a 2.0 GPA; or, need to change their major.
(See page 4 for more information.)

Online Registration Payment Due Date: January 6, 2011

To Make Payment or Set Up Installment Plans Online:

Installment plans can be done on-line now at www.tjc.edu. Once you are on our home page you will need to click on Apache Access. Once you are logged in, select from the quick links on the left STATEMENT/HISTORY. Scroll to the bottom of the page and click MAKE A PAYMENT. In the payment screen, you may either pay in full with a credit card or check or choose the installment plan option to pay with credit card or check. The installment option will automatically calculate the required half payment and the two remaining payments. If you have any questions, you may contact Business Services @ 903-510-2422 or email us @ iplan@tjc.edu.

Late Registration Spring 2011

January 13-14
Rogers Student Center, 9 am - 5 pm
(Payment due that day)

Thursday, January 13, 2011

B's 9:00 a.m.
C's 10:00 a.m.
W's 11:00 a.m.
U's, V's, X's, Y's, Z's 12:00 p.m.
D's 1:00 p.m.
A's 2:00 p.m.
T's 3:00 p.m.
J's, K's 4:00 p.m.

Friday, January 14, 2011

E's, F's, G's 9:00 a.m.
R's 10:00 a.m.
M's 11:00 a.m.
H's, I's 12:00 p.m.
N's, O's 1:00 p.m.
S's 2:00 p.m.
P's, Q's 3:00 p.m.
L's 4:00 p.m.

Late Registration Summer 2011

Summer I June 2
Summer II July 7
Rogers Student Center, 9 am - 5 pm
(Payment due that day)

ADVISEMENT & REGISTRATION PROCEDURES

Students must meet with an Academic Advisor before attempting to register IF they: are a new high school graduate; are new to TJC; are non-TSI complete or exempt; are on academic probation or suspension; have less than a 2.0 GPA; or, need to change their major.

New Student Advising Process

New Student Advising Process

1. Submit the following to the Admissions office in the White Administrative Services Center:
 - A completed admission application. (An application form is available from the Admissions office or at www.tjc.edu and click on 'Apply & Register' button. You can also apply online at www.applytexas.org.)
 - Official high school transcript or GED score report.
 - Test scores (i.e., THEA, ACT, SAT, TAKS) if not listed on the high school transcript.
2. Determine Texas Success Initiative (TSI) or testing status through Admissions office:
 - If THEA taken, *THEA exempt, or **THEA waived, go to step 3.
 - If THEA testing has not been completed, go to the Testing Center (second floor of Rogers Student Center) to take the Accuplacer. (This is an alternative test to THEA—allow three hours to test. There is a fee of \$25 to be paid in the Testing Center before testing. Photo ID required.) Or check with the Testing Center for scheduled Quick THEA dates.
3. After meeting testing requirements, visit with an Academic Advisor for assistance with course selection. Please contact the Advising Office at 903-510-2523.

The Academic Advisor helps new students with:

- Interpretation of test scores
- Information on campus resources
- Selecting a major
- Degree Plan and transfer information
- Course selection
- Information on the registration process
- Clearance for registration

4. Check www.tjc.edu/OnlineSchedule to choose course dates and times.
5. **If you are a new High School graduate, your Advisor will determine if you are eligible to register online.** Notice deadline listed in the *Student's Guide to Rights & Responsibilities*.
6. Pay tuition and fees by the deadline published in the *Student's Guide to Rights & Responsibilities*. Secure parking permit, student ID card and lanyard.

*Determined when an application is received. Texas Success Initiative (TSI) status is based upon scores from one of the following tests: ACT, SAT, TAKS. Students who are exempt from testing may still be required to take a TJC placement test or Accuplacer for placement.

**Includes students who are in a Certificate Program. See College Catalog for more information.

Returning Student Advising Process

Returning Student Advising Process

The following are general registration procedures for returning students:

1. **If it has been over one year since attending TJC, please complete a new application for admission before seeing your Advisor and turn in transcripts from any college attended after TJC.**
2. If you are non-TSI complete, have a GPA below 2.0, or need to change your major, you must meet with an Academic Advisor for assistance in course selection. (A list of possible majors is available on page 5 of this guide.)
If you are TSI complete (in college-level classes), and have over 12 hours credit, you are not required to meet with an advisor to register unless unsure what courses to take. However, advisement is highly recommended. Please contact the Advising Office at 903-510-2523.
3. Check www.tjc.edu/OnlineSchedule to choose course dates and times.
4. **Register** online or Apache Access, if eligible, before deadline listed in the *Student's Guide to Rights & Responsibilities*.
5. Pay tuition and fees by the timeline published in the *Student's Guide to Rights & Responsibilities*. Secure parking permit, student ID card and lanyard.

Consider the following factors prior to registration:

- A. Are you on academic probation or suspension?
 - If so, you are required to see the Academic Advisor from your major for assistance in course selection and information on study skills and tutorial resources. Be aware that, due to your GPA, you may be limited in the number of hours and type of courses for which you may enroll.
- B. Do you plan to graduate this semester?
 - If so, then follow the steps below:
 1. Plan to meet with an Academic Advisor for your major and/or in your school to confirm your graduation status.
 2. Verify that all previously attended college transcripts are on file and evaluated in the Registrar's office.
 3. If necessary, request course waivers and/or substitutions for specific Degree Plan requirements.
 4. Apply for graduation with appropriate advisor for your major by the published deadline. (See the College Catalog for dates.)

Transfer Student Advising Process

Transfer Student Advising Process

1. Submit the following to the Admissions office in the White Administrative Services Center:
 - A completed admission application. (An application form is available from the Admissions office or at www.tjc.edu and click on 'Apply & Register' button. You can also apply online at www.applytexas.org.)
 - Official transcripts from all colleges previously attended.
 - Test scores (i.e., THEA, ACT, SAT, TAKS) if not listed on a college transcript.
2. Determine Texas Success Initiative (TSI) status through the Admissions office: Remember, unless a student is *THEA exempt or in a **THEA waived certificate program, he/she must take the THEA or Accuplacer before registering at a Texas state public institution. A TJC placement test or Accuplacer may be required of some students regardless of their THEA status.
3. Contact the transcript evaluator in the Admissions office for an evaluation of transfer credits at 903-510-2123.
4. **Meet with an Academic Advisor for assistance in course selection.** Take a copy of your transcript with you.
The Academic Advisor helps the student with:
 - Interpretation of test scores
 - Information on campus resources
 - Selecting a major
 - Degree Plan and transfer information
 - Graduation requirements
 - Course selection
 - Course waivers and substitutions
 - Information on the registration process
 - Clearance for registration
5. Check www.tjc.edu/OnlineSchedule to choose course dates and times.
6. **Register** online before the deadline listed in the *Student's Guide to Rights & Responsibilities*.
7. Pay tuition and fees by the timeline published in the *Student's Guide to Rights & Responsibilities*. Secure parking permit, student ID card and lanyard.

*Determined when an application is received. Texas Success Initiative (TSI) status is based upon scores from one of the following tests: ACT, SAT, TAKS. Students who are exempt from THEA may still be required to take a TJC placement test or Accuplacer for placement.

**Includes students who are in a Certificate Program. See College Catalog for more information.

MAJORS & CERTIFICATES

Associate of Arts Degrees

Art
Business – *Field of Study*
Communications – *Fields of Study*
– Advertising/Public Relations
– Journalism/Mass Communication
– Radio & Television Broadcasting/Broadcast Journalism
– Speech
Criminal Justice – *Field of Study*
Dance
Economics
Foreign Language
General Studies
Government
History
Liberal Arts
Music – *Field of Study*
Musical Theatre
Psychology
Social Work
Sociology
Theatre

Associate of Arts in Teaching Degrees – *Field of Study*

EC – 6/4 – 8 Grade Levels; EC–12 Special Education
8 – 12 Grade Levels

Associate of Science Degrees

Agriculture
Biology
Chemistry
Computer Science – *Field of Study*
Engineering
– *Field of Study*
– Mechanical
Environmental Science
General Studies
Geology
Health and Kinesiology
– Athletic Training
– Health Studies
– Kinesiology
– Outdoor Leadership
Horticulture
Mathematics
Physics

Associate of Applied Science Degrees

Automotive Technology
Business Management
Child Development/Early Childhood
Computer Information Systems
– System Administration
– WAN Technology
Criminal Justice
– Law Enforcement Investigations
Dental Hygiene
Diagnostic Medical Sonography
Emergency Medical Service Professions
Engineering Design Technology
– Engineering Design Technology
– Process Piping Design
Fire Protection Technology**
Gaming and Simulation Development
– Graphics
– Programming
Graphic Design/Photography
Health Information Technology
Heating, Air Conditioning and Refrigeration Technology
Human Services:
Addiction Counselor Training Program
(Substance Abuse Counseling)
Medical Laboratory Technology
Medical Office Management
Nursing
– Associate Degree Nursing (ADN)
– LVN–ADN Transition
Paralegal
Professional Tennis Management
Public Administration**
Radiologic Technology
Respiratory Care
Sign Language Interpreting
Surgical Technology
Surveying and Mapping Technology
Vision Care Technology
Welding Technology

Allied health students must contact the department chair or Academic Advisor for specific application information and deadlines. See the Special Admissions and/or Selective Admissions sections of the Catalog.

General Education Courses

Every Associate of Applied Science degree plan must contain 15 semester hours of general education courses. At least one course must be taken from each of the following areas: humanities/fine arts, social/behavioral science, and natural science/mathematics.

Certificate Options

Automotive Technology
– General Service Technician
– Advanced Service Technician
Business Management
– Bookkeeping
Child Development/Early Childhood
– Administrator's Credential
– Infant and Toddler Caregiver
– Preschool Teaching
– Child Development/Early Childhood
Computer Information Systems
– Desktop Support Technician
– System Administration
– WAN Technology (2)
Diagnostic Medical Sonography
– Advanced Certification*
Emergency Medical Service Professions
– EMSP Basic*
– EMSP Intermediate*
– Paramedic*
Engineering Design Technology
– Computer-Aided Drafting
Fire Protection Technology**
– Fire Protection Level I**
– Fire Protection Level II**
Graphic Design/Photography
– Graphic Design
– Photography
Heating, Air Conditioning and Refrigeration
– Air Conditioning
– Commercial Refrigeration
Medical Office Management
– Medical Insurance Coding Specialist
– Medical Office Management
Nursing (VNE) – Vocational Nurse Education*
Professional Tennis Management
Public Administration**
Sign Language Interpreting
Surgical Technology*
Surveying and Mapping Technology
Vision Care Technology*
Welding Technology
– Entry Level
– Advanced Level

* In these health science programs, Certificates of Proficiency will only be awarded provided each required course is completed with a minimum grade of "C."

** Pending SACS approval.

It is the student's responsibility to make sure the classes listed in their specific degree plan will transfer to the receiving institution. If not, then schedule an appointment with the Academic Advising team at Tyler Junior College.

The Department of College Preparatory Studies

Tyler Junior College (TJC) is bound by the Texas Education Code (TEC), Sections 51.307, 51.3062, 51.403 (e), to implement the Texas Success Initiative (TSI) to ensure the success of higher education students. Following the rules set forth in Chapter 4, Subchapter C, of the Texas Higher Education Coordinating Board (THECB), TJC assesses the academic skills of each entering undergraduate student and uses the state's minimum passing scores for mathematics, reading, and writing to indicate student readiness for college-level coursework. For those students who are not deemed college-ready via assessment scores, TJC develops assistance plans facilitated by the Department of College Preparatory Studies to ensure that students achieve a TSI-complete status in an efficient and timely manner. For specific information about TJC's TSI Plan, please contact the College Preparatory Student Success Coordinator, Potter Hall 110 A, 903-930-2047.

Freedom of Access to Higher Education

Enrollment at the College carries with it both certain responsibilities and certain rights and freedoms for the student. It is understood by all concerned that the rights and responsibilities noted in the policy and procedures manual are to be exercised within the framework of the mission of the College. Any clarification shall be made within the framework of the College disciplinary system. The appropriate facilities and services of the College shall be available to its enrolled students. Each student has the responsibility to meet all of his or her financial obligations to the College.

Each student has the responsibility to observe the regulations of the College.

Any student in good standing with the College has the right to register for and attend any class for which he or she has met the prerequisites and placement requirements.

For current Catalog information visit www.tjc.edu/Catalog

PAYMENT OF TUITION, FEES & THE REFUND POLICY

Tuition and Fees must be paid in full to retain your schedule.

FAILURE to pay your bill by the required due date will result in the cancellation of your schedule.

Payment Due Dates:

1. ONLINE Registration: See Online Registration Payment Schedule on front page.

2. Credit Card Payment: VISA, MasterCard, and Discover are accepted. Please feel free to make credit card payments online using Online Registration. Payment must be made by the specified due date, or classes will be cancelled.

3. Mail In Payments: See Online Registration Payment Schedule on front page,* to ensure posting to account. Mail to: Tyler Junior College; Attention: Cashier; P.O. Box 9020; Tyler, TX 75711. Student's Tyler Junior College ID number must be on check.

* Allow 7 days for mailed payment to be received.

4. Pay at Cashier's Office: White Administrative Services Center, first floor. Cash, check, Visa, MasterCard and Discover are accepted. See Online Registration Payment Schedule on front page. (Reminder: To avoid standing in line, pay early.)

5. LATE Registration: Full payment due on the day of registration.

6. THIRD PARTY COMPANY or AGENCY: Awards or letters must be sent to the Business Services office. Online Registration: purchase orders or letters must be received by the deadlines shown in the Online Registration Payment Schedule on front page. Late Registration: purchase order or letters must be received on the day of registration. Balance owed over award must be paid in full by scheduled payment due date at 6 p.m., or on day of Late Registration. Advance approval from Business Services is required.

7. Financial Aid, Scholarships: Awards must be accepted in account prior to registration. Balance owed over award must be paid in full by the dates shown in the Online Registration Payment Schedule on front page. College charges (tuition and fees, housing, etc.) are collected from the first financial aid money available to the student, regardless of due date. Students are responsible for paying any tuition and fees, room, board, loans or scholarships by appropriate deadlines. Please visit www.tjc.edu/finaid or www.tjc.edu/scholarships for more information.

8. Installment Plan: One-half of the tuition and fees plus a \$25 loan processing fee in advance of the semester (before payment deadline or on day of Late Registration) and two (2) one-fourth payments prior to the 6th and 11th class weeks. NOTE: This must be a signed agreement with the Business Services/Accounts Receivable office. First half-payment must be collected at time of completing registration and signing the agreement. Students must be eighteen (18) years of age, or parent or guardian's signature is required. NOTE: Special Terms, Summer I and Summer II are NOT eligible for installment plan.

9. Promissory Notes: Students who have a completed financial aid packet may be eligible for a Bridge Loan to temporarily pay only tuition and fees. Installment Plans are available to qualified students through Business Services. (See No. 8 above.)

Complete schedules will be dropped for NON-PAYMENT on unpaid accounts.

Class schedules and bills may be viewed and printed through Apache Access online registration system. **Failure to receive a bill DOES NOT exempt students from payment and cancellation deadlines or late registration fees.** Late registrants will receive a bill and a schedule of classes on the day they register. Bills and class schedules will NOT be mailed for Late Registration.

INSUFFICIENT FUNDS CHECK: If you write a bad check, your tuition and fees are considered unpaid. Your complete schedule will be dropped for NON-PAYMENT.

HOUSING AND MEALS: Full payment of housing for each semester is due by January 5th, and May 31 for the Fall term. Full payment may include a non-refundable deposit. Any questions should be directed to the Office of Residential Life and Housing at 903-510-2345 or 1-800-687-5680, extension 2345. Further information about housing at TJC can be obtained at www.tjc.edu/housing.

These credit cards are accepted by the Cashier's office, the TJC bookstore and RTDC for fee payments and for registration charges.



Effective Spring 2011 Semester Revised 8/30/2010

Semester Hours	Residents of Tyler Junior College District	Texas-Residents Out of District	Non-Residents of Texas
1	\$144	\$187	\$207
2	\$208	\$294	\$334
3	\$272	\$401	\$461
4	\$336	\$508	\$588
5	\$400	\$615	\$715
6	\$464	\$722	\$842
7	\$528	\$829	\$969
8	\$592	\$936	\$1096
9	\$656	\$1043	\$1223
10	\$720	\$1150	\$1350
11	\$784	\$1257	\$1477
12	\$848	\$1364	\$1604
13	\$912	\$1471	\$1731
14	\$974	\$1550	\$1856
15	\$1036	\$1681	\$1981
16	\$1098	\$1786	\$2106
17	\$1160	\$1891	\$2231
18	\$1222	\$1996	\$2356
19	\$1284	\$2101	\$2481
20	\$1346	\$2206	\$2606
21	\$1408	\$2311	\$2731
22	\$1470	\$2416	\$2856
Method of computation	plus \$28/hr tuition plus n/a plus \$34/hr general education fee plus \$2/hr student life fee (\$26 max) plus \$30 health service fee plus \$25 registration fee plus \$25 parking fee	plus \$28/hr tuition plus \$43/hr surcharge plus \$34/hr general education fee plus \$2/hr student life fee (\$26 max) plus \$30 health service fee plus \$25 registration fee plus \$25 parking fee	plus \$48/hr tuition plus \$43/hr surcharge plus \$34/hr general education fee plus \$2/hr student life fee (\$26 max) plus \$30 health service fee plus \$25 registration fee plus \$25 parking fee

Other Fees

Note: In addition to the rates shown, the following fees are charged:

Laboratory Fees (per course - specified courses only)	\$25/course	Distance Ed Fee	\$15/course
Laboratory Fees (per course - specified Nursing & Professional/Automotive/Welding courses)	\$75/course	Non-Funded Course Fee	\$75/hr
College Preparatory Fee		27-Hour Rule Fee	\$75/hr
College Prep Course Fee	\$25/course	Late Registration Fee	\$30
College Prep Math Access Fee (CPMA)	\$75	Returned Check Fee (Registration)	\$25
Individual Music Instruction	\$75 (1 lesson/week) \$100 (2 lessons/week)	Returned Check Fee (Other)	\$15
		Replacement Debit Card Fee	\$25
		Posting Fee**	\$25

**For posting credit by examination (CLEP, etc.) to permanent records.

Tuition, fees, and other expenses are subject to change by vote of the Board of Trustees or the legislature of the State of Texas.

Payment of tuition and fees is due in full at the time of registration. There is no deferred payment.

Students' schedules with unpaid tuition and fees will be dropped for non-payment.

Tax Benefits for Students

Independent students and parents of dependent students should be aware that a number of educational tax benefits may be available to them when filing their federal income tax returns. Because deductions available vary widely according to individual circumstances, you should consult your tax advisor to see if any benefits are available to you.

Information and applicable tax forms are also available at your local IRS office.

The following list provides the common types of possible benefits about which you may want to inquire:

- (1) The HOPE Scholarship Tax Credit and/or Lifetime Learning Credit (TJC mails a Form 1098-T to each applicable student's permanent address in January);
- (2) Exemption of Employer-Provided Assistance;
- (3) Exemption of Scholarships and Tuition Remission; and
- (4) Deduction of Student Loan Interest.

Tuition and fees for Late Registration must be paid on day of registration to reserve schedule.

**THERE IS NO DEFERRED PAYMENT.
INVOICES WILL NOT BE MAILED FOR LATE REGISTRATION.**

**INSUFFICIENT FUNDS CHECK—If you write a bad check,
your tuition and fees are considered unpaid.**

**Additional fees must be paid the day of changes.
NO NEW REGISTRATIONS AFTER January 19, 2011.**

F.A.Q.

The new **TJC Debit Card** is the key to faster refunds!

Tyler Junior College has partnered with Higher One, a financial services company focused solely on higher education, to offer faster delivery of refunds to students. Higher One will help bring this method for receiving refunds via the TJC Debit Card Debit MasterCard®. The new TJC Debit Card will be your key to faster refunds and increased choice for receiving your Financial Aid or school refunds, including the preferred Easy RefundSM method. Easy Refund is by far the fastest and easiest way to gain access to your refund money—literally the same day TJC releases it. With this new service on the way to campus, it's natural that you may have some questions. Below are answers to some of the most frequently asked questions about the all-new TJC Debit Card and this new refund process.

- How are refunds from Tyler Junior College delivered to students?**
Refunds are delivered via the option selected when activating the TJC Debit Card. Activate your refund preference and make your refund selection online by visiting TJCDebitCard.com. Once your refund preference is selected, funds are sent from TJC to Higher One who then disburses the refunds according to your selection. If you want the fastest access to your money, simply choose to have your refunds deposited directly into your OneAccount—a fully functioning FDIC Insured checking account. (Please note: In order to receive a refund, you must **SELECT YOUR REFUND PREFERENCE** as soon as your card arrives in the mail.)
- How do I get my TJC Debit Card?**
Tyler Junior College students will receive a TJC Debit Card from Higher One in the mail at their primary address on file with TJC.
- I don't think I will ever get a refund. Why is it important to select a refund preference?**
Although you might not currently expect a refund from Tyler Junior College, we may have a refund for you in the future. After all, it may be necessary to drop a class, a class may be cancelled or you may simply receive a scholarship or assistance you were not anticipating. Selecting your preferred method to receive refunds from TJC ensures you'll always receive your refunds in a timely manner.
- What are my options for receiving Financial Aid or other refunds?**
 - Easy Refund to the OneAccount (refunds available the same day TJC releases them).
 - ACH Transfer to other bank (refunds available 2-3 business days).
 - Paper check (refunds available 5-7 business days).
- What exactly is the OneAccount?**
The OneAccount is a fully functioning FDIC Insured checking account with no minimum balance and no monthly fees. Selecting the OneAccount allows you to access your Financial Aid refunds quicker and easier than ever before and offers a world of great benefits such as:
 - FREE Internet banking features
 - The ability to make purchases anywhere Debit MasterCard® is accepted.
 - You may also withdraw cash with no fees at Higher One ATMs located on or around campus.
- What are the advantages of having my refunds deposited directly to my OneAccount?**
 - Depositing your refund to the OneAccount and selecting an Easy Refund is the quickest way to gain access to your refund money.
 - The TJC Debit Card is NOT A CREDIT CARD. However you can use it for purchases at all participating merchants that accept Debit MasterCard, get cash at ATMs, pay bills and more.
 - Parents and friends can easily send you money online via the Send Money feature.
- How will I know when my Financial Aid or other refund has been direct deposited to my Tyler Junior College OneAccount?**
Higher One will send an email to the address you entered during activation when your refund has been deposited to your OneAccount. Additionally, you can view the details of your OneAccount by accessing your statement online at TJCDebitCard.com or by signing up to receive text messages sent directly to your cell phone with Mobile Alerts.
- Can I have my refund deposited to another bank account?**
Yes. You may have your refund deposited to the bank of your choice. In order to have your refund deposited to your bank, activate your refund preference as soon as you receive the card by visiting TJCDebitCard.com. During the activation process, select ACH Transfer to other bank for your refund preference and simply complete, print, and send the required third party form to the designated address. The form will be available online during the activation process.
- Why is the MasterCard logo on my new TJC Debit Card?**
The TJC Debit Card can be used to make purchases wherever Debit MasterCard is accepted. It is important to note that the TJC Debit Card is NOT A CREDIT CARD, but rather a DEBIT CARD backed by the purchasing power of the MasterCard network.
- What if I have additional questions?**
Answers to additional questions along with an activation demo can be found by visiting TJCDebitCard.com, or stopping by Business Services to learn more today. Additionally, Higher One offers easy answers to your questions with Easy HelpSM—our self-service database containing answers to frequently asked questions.

TJCDebitCard.com



Banking services provided by The Bancorp Bank, Member FDIC. The TJC Debit Card is issued by The Bancorp Bank pursuant to license from MasterCard International Incorporated. The card is administered by Higher One, Inc.

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Refund Policy*

Refund payments will be issued to the student's TJC Debit Card by HigherOne®
4-6 weeks after the 12th class day.

Refund of Mandatory Tuition and Fees

Students who completely withdraw or reduce their credit-hour load (remain enrolled at Tyler Junior College) by completing their proper forms in their advisor's office shall have their tuition and mandatory fees refunded according to the following schedule:

(16-Week/
Regular
Term Only)

Prior to the first official class day (through 1/17/2011).....	100%
During the first fifteen class days (1/18/2011-2/7/2011).....	70%
During the sixteenth through twentieth class day (2/8/2011-2/14/2011).....	25%
After the twentieth class day (after 2/14/2011).....	0%
Late registration and registration fees are non-refundable.	

Students who "swap" credit hours (exchange one three-hour course for another three-hour course) may do so without a monetary drop penalty prior to the twelfth class day. The even exchange applies **only** if the course add and drop are presented to the registrar at the same time. Additional lab fees may apply and must be paid on day of change.

First-time students who completely withdraw on or before the 60% point in time of the enrollment period must receive a statutory pro-rata refund. Monies from the refund must be returned to the agency or aid program.

Weekend College

The above dates and policy will apply to the Weekend College program, regardless of the actual start dates of classes.

Refund payments will be issued to the student's Debit Card by HigherOne®
2-4 weeks after the fourth class day.

Refund of Mandatory Tuition and Fees - Special Terms

Students who completely withdraw or reduce their credit-hour load (remain enrolled at Tyler Junior College) by completing their proper forms in their advisor's office shall have their tuition and mandatory fees refunded according to the following schedule:

(8-Week/
Special
Term Only)

Prior to the first official class day.....	100%
After classes begin (see table below):	

Drops and Withdrawals

Length of Class Term in Weeks	Last Day for 70% Refund	Last Day for 25% Refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10

Example: Three week Course

Prior to the first official day of class	100%
During the first through third class days.....	70%
During the fourth class day	25%
After the fourth class day	0%

Late registration and registration fees are non-refundable.

Refund Processing

Refunds will be applied to outstanding debts owed to Tyler Junior College.

Refund payments will be mailed to the student's permanent address 2-4 weeks after the 4th class day.

Special Notes

It is the student's responsibility to drop courses. The dates used for determination of refunds are those entered by the Registrar's office when the drop slip is received and processed by them. **Refunds will be applied to outstanding debts owed to Tyler Junior College. Unpaid student accounts will be turned over to a collection agency, with collection costs paid by the student.**

Additional fees must be paid in the Cashier's office the same day as adding and changing courses to reserve your schedule. All courses in which a student is enrolled will be dropped for non-payment if 100% of tuition and fee charges are not paid by the deadline.

* Subject to change by the State Legislature, Coordinating Board or Board of Trustees of Tyler Junior College.

Maximum Number of Courses Dropped (SB 1231)

Beginning with the Fall 2007 semester, and applying to students who enroll in higher education for the first time during the Fall 2007 semester or any term thereafter, a Texas institution of higher education may not permit an undergraduate student to drop a total of more than six courses in an academic career unless specific, State-allowed exceptions deemed to have "good cause" apply. The law affects only those students whose first enrollment in college began with the Fall 2007 semester. Inquiries concerning "good cause" exceptions to this law for students of Tyler Junior College may be made to the Director of Academic Advising.

FINANCIAL AID PROCESS DEADLINES

It can take 2 to 3 months for the entire financial aid process to be completed.

Students who do not meet the financial aid priority deadlines will have to pay for tuition/fees, books, and room/board out of pocket.

Failure to meet these deadlines will also result in a delay of the financial aid refund release to the Higher One account.

Priority Deadlines:

File the FAFSA at www.fafsa.gov

Deadline April 1st

All student requirements satisfied (green light)

Deadline June 1st

TUITION AND FEE PAYMENT with Financial Aid

Financial Aid students must meet the payment deadlines posted each semester.

Financial Aid students are considered **PAID**, if by the payment deadline, one or more of the following are true:

Apache Access Menu:

- Award Link has GREEN LIGHT.
And enough grant financial aid has been awarded to cover the tuition and fee balance.
- Complete MPN for Accepted Loans has GREEN LIGHT for students relying on loans to cover any tuition and fee balance.
- Students who have completed a Bridge Loan application with financial aid. (The 1st Step in TJC Financial Aid and Student requirements links **MUST have a green light**)

Financial Aid students are considered **NOT PAID** if one or more of the following are true:

- Award Link has RED light.
- Complete MPN for Accepted Loans has RED OR YELLOW light and relying on loans to cover any tuition and fee balance.

VETERAN STUDENT INFORMATION

Veteran students and qualified dependents should be aware of the following facts:

- You must apply on line at www.gibill.va.gov for federal VA benefits. Assistance is available on campus from Veterans' Affairs located in the Admissions office.
- Veterans' Affairs Hours: Monday–Friday: 8 a.m. to 5 p.m. (except summer hours).
- A veteran or qualified dependent must be a registered student before certification can be submitted to the Veterans Regional Office in Muskogee, OK. Evidence of enrollment must be furnished to the Tyler Junior College Veterans Affairs Office for each enrollment period. **NOTHING IS AUTOMATIC!**
- Students will be certified ONLY for courses outlined on their degree plan.
- Inquiries regarding veterans' educational benefits as well as other types of questions, may be directed to the Tyler Junior College Veterans Affairs Office (903-510-3750) or the VA Regional Office in Muskogee, OK, 1-888-442-4551.
- **Hazlewood Act.** Texas veterans may attend Tyler Junior College under the Hazlewood Act. They may be exempt from tuition and fees if they meet the following requirements:
 1. A Texas resident at the time of entry into the military **OR**
 2. Texas is designated as their Home of Record **OR**
 3. Entered the military from Texas
 4. Have an Honorable Discharge or General Discharge under Honorable conditions.
 5. Provide a copy of discharge papers (DD214) to Veterans' Affairs
 6. Have not defaulted on a student loan.
- For Hazlewood Dependent benefit information, contact Veterans' Affairs in the Admissions Office.

For further information, contact Veterans' Affairs in the Admissions office, Tyler Junior College; P. O. Box 9020; Tyler, Texas 75711; **903-510-3750**.

SUPPORT SERVICES

Location

Rogers Student Center, 3rd floor

Support Services Programs

- Counseling Assistance – (903)510-2041 or (903)510-2878
- Disability Services/ADA – (903)510-2878
- Deaf/Hard of Hearing Student Services - (903)510-2841 voice; (903)510-3138 videophone; 64.17.208.240 VP IP
- Peer Tutoring Program – (903)510-2892
- TRiO Program – (903)510-2621

For more information on Support Services, see the Student Handbook online at www.tjc.edu.

Accommodations for the Student with a Disability

Support Services serves as a liaison between the students with disabilities and faculty and staff at Tyler Junior College. The provision of assistance and reasonable accommodations is guided by TJC policies and procedures, which are implemented through Support Services, located on the third floor of the Rogers Student Center. It is the intent of Support Services to work with students, faculty and staff towards providing appropriate support for students as they strive toward achieving their academic goals.

People with the following, as well as other disabilities, may be entitled to classroom accommodations:

- Deaf/Hard of Hearing
- Physical Disability
- Psychological/Emotional Disability
- Vision
- Reading Disorder
- Speech/Language
- Learning Disorder
- Neurological Disorder
- Other Disabilities

Accommodations may include: permission to record lectures; extended time on tests; relocation of a class to an accessible location; arranging tests to be taken in an area with minimal distractions; use of a note taker, and use of recorded books.

To request classroom accommodations, the student with a disability must arrange an appointment with the ADA student coordinator or a support services counselor to obtain the Request Accommodations Form (RAF). An appointment can be scheduled by calling 903-510-2878.

Appropriate documentation of physical, learning, or psychological disability must be submitted before any accommodation can be arranged. The documents must confirm the presence of a disability that causes a substantial limitation in daily living as defined under Section 504 of the ADA. Documents may include school, physician, hospital, and/or psychological/educational testing reports. The student will then meet with the ADA student coordinator to complete Faculty/Staff Advisement Form. It is the student's responsibility to take the forms to the classroom faculty member and to inform that faculty member of the accommodations that are to be provided.

The deadline for applying for assistance with the Support Services office is four weeks prior to the beginning of the initial semester of enrollment, to allow adequate coordination of services. The deadline for applying for subsequent continuous semesters of enrollment is two weeks prior to the start of regular college registration for that semester. Four weeks is needed if interpreters, readers, scribes, or modified equipment is needed. Applying after the above deadlines may result in a delay of the request for accommodations for the semester. (See below for interpreting services).

Persons with disabilities who need special accommodations to participate in programs, services and/or activities of Tyler Junior College, are invited to make their needs and preferences known to the director/chair of the activity/department in which they seek to participate. If a student has any difficulties in implementing the accommodations that they have been granted thru Support Services, or problems receiving services or participating in other college activities, they should contact the ADA student coordinator immediately. Additional information regarding the ADA and the grievance procedure for students with a disability can be obtained from the director of human resources, or the ADA student coordinator.

This handbook is available upon request in an enlarged format from Support Services. Additional information can be obtained at our website at: <http://www.tjc.edu/SupportServices/>

Deaf/Hard of Hearing Student Services— Interpreting Services

Tyler Junior College employs a staff of highly qualified and certified sign language interpreters. Interpreters are provided for class lecture and other approved campus activities. Deaf and hard of hearing students requesting an interpreter or other effective communication assistance may do so through the Deaf/Hard of Hearing Student Services Office (DSSO). The deadline for applying for an interpreter or other communication assistance is four weeks prior to the end of regular college registration for that semester. For more information, contact the Deaf/Hard of Hearing Student Services Office (DSSO), 903-510-2841 (Voice), (903)510-3138 videophone; 64.17.208.240 VP IP.

NOTIFICATIONS

The Immediate Notification System and ApacheText text messaging systems provide the capability of immediate notification to faculty, staff and students in the event of a campus security, crime or weather-related emergency.

The Immediate Notification System, operated through the Voice-Over Internet Protocol telephone system allows the Campus Safety office—and only the Campus Safety Office—to broadcast an emergency voice message through the speakers of all TJC telephones. The message can be heard even if a phone is in use at the time of the broadcast.

ApacheText, an opt-in cellular telephone text messaging system, allows faculty, staff and students who have signed up and agreed to all requirements of the system to receive text messages on their cellular telephone, notifying them of extreme emergencies.

The use of Immediate Notification System and ApacheText for security/crime notifications are at the discretion of the Campus Safety office, the Vice President of Student Affairs and the President only.

To sign up for ApacheText, log into Apache Access at <http://apacheaccess.tjc.edu> or text "join tjc" to 720-270-6085.

STUDENT CODE OF CONDUCT

A. General Policy

Students at Tyler Junior College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. The College community has developed standards of behavior pertaining to students and registered student organizations. Students and student organizations (hereafter referred to only as students) are subject to disciplinary action according to the provisions of the Student Code of Conduct and/or the *Student Handbook*.

All students at Tyler Junior College should clearly understand that the College is expressly concerned about student conduct both on and off campus. The College may enforce its own disciplinary policies and procedures when a student's conduct directly, seriously, or adversely impairs, interferes with, or disrupts the overall mission, programs, or other functions of the College. To these ends, any student who is found in violation of the Student Code of Conduct or federal, state, and/or local laws, even though in an off-campus setting, is subject to administrative discipline procedures.

The College takes care to assure due process and to define appeal procedures when students are accused of misconduct for which they are subject to disciplinary action.

B. Definitions

1. The term "College" means Tyler Junior College.
2. The term "student" means any individual who is applying for or who has been accepted for admission or enrollment in credit or non-credit classes at Tyler Junior College.
3. The term "College official" includes any person employed by Tyler Junior College while performing assigned administrative or professional responsibilities.
4. The term "member of the College community" includes any person who is a student, visitor, faculty or staff member, College official, or any other person employed by the College.
5. The term "College premises" includes all land, buildings, facilities, and other property in the possession of, owned, used, or controlled by the College.
6. The term "student organization" means any number of students who have complied with the requirements for registration as an organization with the College.
7. The term "hold" refers to the indicator placed on a student's official record, preventing registration and/or the issuance of a transcript until the student meets the requirements of the College office placing the indicator on the account.

C. Misconduct

Any student found to have committed misconduct while classified as a student is subject to disciplinary sanctions, conditions, and/or restrictions. Misconduct or prohibited behavior includes, but is not limited to:

1. **Academic Dishonesty**
 - a. Cheating.
 - b. Plagiarism.
 - c. Collusion.

- d. Falsifying academic records.
- e. Misrepresenting facts to the College or a College official.
- f. Any act intended to give unfair academic advantage to the student.

2. Alcoholic Beverages

- a. Use, possession, sale, delivery, manufacture or distribution of alcoholic beverages, except as expressly permitted by College policy and federal, state, and/or local law.
- b. Being under the influence of alcohol and/or intoxication as defined by federal, state, and/or local law.

ZERO TOLERANCE SECTION

3. Narcotics or Drugs

- a. Use, possession, sale, delivery, manufacture or distribution of any narcotic, drug, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by federal, state, and/or local law.
- b. Possession of drug-related paraphernalia, except as expressly permitted by federal, state, and/or local law.
- c. Being under the influence of narcotics, drugs, medicine prescribed to someone else, chemical compound or other controlled substance, except as expressly permitted by federal, state, and/or local law.

4. Firearms, Weapons and Explosives

- a. Use or possession of any items appearing to be or which could be used as weapons, including, but not limited to, handguns, firearms, ammunition, fireworks, pellet guns, paintball guns, BB guns, knives, or explosive or noxious materials on College premises except as expressly permitted by federal, state, and/or local law.

5. Gang-Free Zones

- a. Premises owned, rented or leased by Tyler Junior College, and areas within 1,000 feet of the premises are "gang-free" zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028 for the consequences of engaging in organized criminal activity within "gang-free" zones.

NOTE: See Residence Hall Policies and Procedures for specific approved devices allowed in the residence halls.

6. Flammable Materials/Arson

- a. Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire.
- b. Attempting to ignite and/or the action of igniting College and/or personal property on fire either by intent or through reckless behavior which results, or could foreseeably result, in damage of College premises or personal property.

7. Theft, Damage or Unauthorized Use

- a. Attempted or actual theft of property or services of the College, students, other members of the College community, or campus visitors.
- b. Possession of property known to be stolen or belonging to another person with or without the owner's permission.

- c. Attempted or actual damage to property owned or leased by the College, by students, members of the College community, or campus visitors.
 - d. Attempted or actual unauthorized use of a credit card, debit card, student identification card, cell phone, personal identification number, test number, Apache Bucks account information and/or personal check.
 - e. Alteration, forgery or misrepresentation of any form of identification.
 - f. Possession or use of any form of false identification.
- 8. Actions Against Members of the College Community**
- a. Conduct which threatens or endangers the health or safety of self or others, including, but not limited to, acts such as physical abuse, verbal abuse, threats, intimidation, harassment, and/or coercion.
 - b. Intentional or reckless conduct which endangers the health or safety of self or others.
 - c. Behavior that disrupts the normal operation of the College, including its students, faculty and/or staff.
 - d. Obstruction or disruption of teaching, administration, or other College activities.
 - e. Racial discrimination.
 - f. Sexual discrimination.
 - g. Excessive pressure, threats or any form of conduct, coercive tactics or unwanted mental coercion techniques used to retain or recruit a student for membership in an organization.
- 9. Sexual Misconduct**
- a. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's academic pursuits, College employment, participation in activities sponsored by the College or groups related to the College, or opportunities to benefit from other aspects of College life.
- b. Intentional contact of a sexual nature with another without consent.
 - c. Intentional sexual invasion of another without consent.
 - d. Intentional constraint or incapacitation of another without that person's consent, so as to put another at substantially increased risk of sexual injury.
- 10. Gambling, Wagering, Gaming and/or Bookmaking**
- a. Gambling, wagering, gaming or bookmaking as defined by federal, state, and/or local law on College premises or with the use of College equipment or services.
- 11. Hazing**
- a. Any intentional, knowing or reckless act directed against a student by one person acting alone or by more than one person occurring on or off College premises that endangers the mental or physical health or safety of a student for the purpose of joining or associating with, being initiated into, affiliating with, holding office in, seeking and/or maintaining membership in any organization whose membership consists of students.
- 12. False Alarms or Threats**
- a. Intentional sounding of a false fire alarm.
 - b. Falsely reporting an emergency or threat in any form.
 - c. Destruction or activation of fire sprinklers.
 - d. Filing false police reports.
- e. Improperly possessing, tampering with or destroying fire equipment or emergency signs on College premises.
 - f. Issuing a bomb threat or constructing mock explosive devices.
- 13. Financial Irresponsibility**
- a. Failure to meet financial obligations owed to the College, or components owned or operated by the College, including, but not limited to, the writing of checks from accounts with insufficient funds.
- 14. Unauthorized Entry, Possession or Use**
- a. Unauthorized entry into or use of College facilities, equipment, or resources.
 - b. Unauthorized possession, use, duplication, production or manufacture of any key or unlocking device, Student Identification Card or access code for use in College premises or on equipment.
 - c. Unauthorized use of the College name, logotype, registered marks or symbols of the College.
 - d. Unauthorized use of the College name to advertise or promote events or activities in a manner which suggests sponsorship and/or recognition by the College.
- 15. Traffic and Parking Regulations**
- a. Violation of College traffic and parking regulations.
 - b. Obstruction of the free flow of vehicular and/or pedestrian traffic on College premises.
- 16. Failure to Comply**
- a. Failure to comply with the reasonable directives or requests of a College official acting in the performance of their duties.
 - b. Failure to present student identification on request or identify oneself to any College official acting in the performance of their duties.
- 17. Abuse, Misuse or Theft of College Computer Data, Programs, Time, Computer or Network Equipment**
- a. Unauthorized use of computing and/or networking resources including, but not limited to, private information and passwords.
 - b. Use of computing and/or networking resources for unauthorized or non-academic purposes including, but not limited to, illegal access.
 - c. Unauthorized attempted or actual accessing, copying, transporting or installing programs, records, data, material or software belonging to the College, another user, or another entity.
 - d. Attempted or actual breach of the security of another user's account and/or computing system, depriving another user of access to College computing and/or networking resources, compromising the privacy of another user or disrupting the intended use of computing or network resources.
 - e. Attempted or actual use of the College's computing and/or networking resources for personal, political, or financial gain.
 - f. Access, creation, storage, or transmission of material deemed offensive, indecent, or obscene other than for official academic purpose.
 - g. Attempted or actual use of the computing and/or networking facilities to interfere with the normal operation of the College's computing and/or networking systems; or through such actions, causing a waste of such resources (i.e., people, capacity, computers).
 - h. Intentional "spamming" of students, faculty or staff (defined as the sending of unsolicited and unwanted e-mails to parties with whom you have no existing

WEATHER ALERTS

Weather Emergency

In the event of a weather emergency:

- Take cover in designated "safe areas" or under heavy furniture on the ground floor in the center of a building, away from the outside walls and windows.
- If outside, take cover and lie flat in the nearest drainage ditch, excavation or ravine.
- Avoid auditoriums, lecture halls, laboratories, studios and hazardous chemical storage areas.
- The Campus Safety office will monitor the reports from the National Weather Service. In a severe weather alert, the City of Tyler sounds sirens to indicate the need for safety measures to be implemented. If the sirens are sounded during normal business hours, Campus Safety will activate the Ramey Tower Alarm System, which is similar to the wail siren from the City of Tyler. With the activation of this system all persons will need to take cover.
- Under a tornado warning, proceed to designated safe areas as indicated. If no safe areas are indicated, proceed to interior hallways, basements or interior walls avoiding windows and open areas. Individuals should remain in these safe areas until notification is given over the campus outdoor warning system, the City of Tyler warning systems, or by an informed College representative.

Inclement Weather

Occasionally, inclement or threatening weather may force delays or cancellation of classes. In such cases, the latest schedule information will be communicated to students using the following methods:

1. A notice will be recorded on the Weather Information Line, 903-510-3000.
2. A text message will be sent to all Apache Alerts subscribers. (To subscribe to this opt-in service, log into Apache Access at <http://apacheaccess.tjc.edu>).
3. Area news media will be notified.
4. An Announcement will be sent via Apache Access.
5. A news release will be posted on the TJC website, at www.tjc.edu/news
6. The latest information will be posted on the College's educational access television station, for Suddenlink Cable subscribers residing in Whitehouse or Tyler.

- business, professional or personal acquaintance).
 - i. Use of computing and/or network resources to engage in activity that may harass, threaten, or abuse others.
 - j. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.
- 18. Providing False Information or Misuse of Records**
- a. Knowingly furnishing false information to the College, or to a College official in the performance of their duties, either verbally or through forgery, alteration or misuse of any document, record or instrument of identification.
- 19. Violation of Published College Policies, Rules or Regulations**
- a. Violation of any published College policies, rules or regulations that govern student or student organization behavior, including, but not limited to, violations of the policies stated in the College Catalog, Athletic Code of Conduct, Residential Life Handbook, any contracts, or any handbook published by Tyler Junior College.
- 20. Violation of Federal, State and/or Local Law**
- a. Misconduct which constitutes a violation of any provision of federal, state and/or local laws.
- 21. Abuse of the Discipline System**
- a. Failure of a student to respond to a notification to appear before a judicial officer during any stage of a disciplinary proceeding. (Failure to comply with or respond to a notice issued as part of a disciplinary procedure and/or failure to appear will not prevent a judicial officer from proceeding with disciplinary action.)
 - b. Falsification, distortion or misrepresentation of information in disciplinary proceedings.
 - c. Disruption or interference with the orderly conduct of a disciplinary proceeding.
 - d. Filing an allegation known to be without merit or cause.
 - e. Discouraging or attempting to discourage an individual's proper participation in or use of the disciplinary system.
 - f. Influencing or attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the disciplinary proceeding.
 - g. Harm, threat of harm or intimidation either verbally, physically or written, of a member of a disciplinary body prior to, during and/or after disciplinary proceedings.
 - h. Influencing or attempting to influence another person to commit an abuse of the discipline system.
 - i. Retaliation against any person or group who files grievances or provides evidence, testimony or allegations in accordance with the Student Handbook.
 - j. Failure to comply with the sanction(s), condition(s) and/or restriction(s) imposed under the Student Code of Conduct or the Student Handbook by a judicial officer.
- 22. Student Dress and Appearance**
- a. Students should dress in a manner that should reflect high standards of personal self-image so that each student may share in promoting a positive, healthy and safe atmosphere within the College community. Students who are not following guidelines of appropriate dress when advised by a College official shall be considered in violation of the Tyler Junior College Student Code of Conduct and will be subject to disciplinary action.

Each student is expected to follow the Tyler Junior College guidelines of dress, which includes but is not limited to:

- **Dress and grooming/(indecent, lewd) clothing that exposes intimate body parts (underwear, cleavage, etc.) shall not disrupt the classroom or academic environment or cause undue attention to an individual student. Footwear should be worn at all times while on campus.**
- **Lanyards must be worn at all times with Student ID Cards visible.**
 - a. Lanyards must be worn around the neck at all times while on campus, and the ID card must be clearly visible at all times, unless it should be removed for safety reasons or an ADA variance is approved.
 - b. Any lanyard is acceptable, but it must be similar in design and worn in the same manner as the official college lanyard. The color of the lanyard is not critical.
 - c. No one will be allowed into class without wearing their ID/lanyard.
 - d. Students who do not have their ID/lanyards may pick up a Day Pass at Campus Safety. Employees may obtain a Day Lanyard from their respective Dean's or Director's office.
 - e. If a Day Pass is needed more than once per semester, students should go first to the Cashier's Office in WASC to pay \$2.50, then take the receipt to Campus Safety to pick up the Day Pass.

Classroom professors and College staff in charge of College events reserve the right to refuse entrance to students dress in any prohibited attire.

Success workshops will be provided through our Career Services Department as an educational sanction for students who refuse to comply with dress guidelines.

23. Smoking Policy

- a. Smoking is not permitted on the Tyler Junior College campus or any other TJC campus. This includes parking lots and any owned, leased, or rented property.

D. Disciplinary Procedures

1. When a report of alleged misconduct is received, Student Judicial Programs will notify the student(s) involved in writing. Written notification will be delivered to the student's last known, official mailing address as provided by the student to the Registrar's office or by a student organization to The Center for Student Life and Involvement office. Failure of a student to receive mail does not prevent the disciplinary process from proceeding.
2. In any disciplinary proceeding, the student has the right to:
 - a. Notification of the alleged misconduct.
 - b. Know the source of the allegation(s).
 - c. Know the specific alleged violation(s).
 - d. Know the sanctions, conditions, and/or restrictions that may be imposed because of the alleged misconduct.
 - e. Be accompanied by an advisor at any student disciplinary proceeding (for advisory purposes only, not for representation).
 - f. Refrain from making any statement relevant to the allegation(s).
- g. Know that any statements made by the student can be used during the proceeding.

TEXTBOOK INFORMATION:



TYLER
JUNIOR COLLEGE
BOOKSTORE
Rogers Student Center

The Official TJC Bookstore

Open 24 hours at

www.tjc.bkstr.com

903-510-2522 or

Toll free at

800-687-5680 (X-2522)

3. After notice has been given to the student, the College may conduct an administrative hearing and deliver a decision regardless of whether the student attends or fails to attend the hearing.
4. The administrative hearing process will be completed in a timely manner based upon the specific circumstances of each case.
5. After making a determination, the judicial officer will provide written notification to the student of the decision and the sanctions, conditions, and/or restrictions to be imposed.
6. The student may utilize the disciplinary appeal procedures set forth in section G, Disciplinary Appeals Procedures.

E. Temporary Immediate Suspension

The student whose presence poses a continuing danger to persons or property, or an ongoing threat to the educational environment, may be immediately removed from the

College with loss of all College privileges. In such incidents, a notice of Administrative Hearing will follow for resolution of the matter as soon as is practical.

F. Disciplinary Sanctions, Conditions, and Restrictions

The following educational sanctions, conditions, and/or restrictions may be assessed when a student is found responsible for misconduct. Potential sanctions, conditions, and/or restrictions are not limited to those listed below. Implementation of the disciplinary sanctions, conditions, and/or restrictions will not begin until either the time for a disciplinary appeal has expired or until the disciplinary appeal process is exhausted.

1. Sanctions are defined as the primary outcome of the alleged violation(s). If found responsible, the range of sanctions includes the following:
 - a. Written Warning—The written warning is an official written notification to the student that the action in question was misconduct.
 - b. Disciplinary Probation—Disciplinary probation is a period of time during which a student's conduct will be observed and reviewed. The student must demonstrate the ability to comply with College policies, rules and/or standards, and any other requirements stipulated for the probationary period.
 - c. Deferred Disciplinary Suspension—Deferred disciplinary suspension is a period of time during which a disciplinary suspension may be deferred for a period of observation and review. Additional

misconduct or failure to comply with any other requirement stipulated for the period of deferred disciplinary suspension will result in suspension.

- d. Disciplinary Suspension—Disciplinary suspension is a period of time during which a student is withdrawn and separated from the College. During this time, the student may not attend class or participate in any College-related activity, nor may they be present on campus at any time.
 - e. Disciplinary Expulsion—Disciplinary expulsion occurs when the student is permanently withdrawn and separated from the College.
2. A condition is defined as a secondary component of a disciplinary sanction. A condition is usually an educational or personal element that is to occur in conjunction with the assigned sanction. Some examples of conditions include, but are not limited to:
 - a. Personal and/or academic counseling.
 - b. Restitution or compensation for loss, damage or injury.
 - c. Monetary assessment owed to the College.
 - d. Completion of an alcohol or drug treatment program.
 - e. Residence hall relocation, contract and/or dining facility use cancellation.
 - f. Discretionary educational conditions and/or programs of educational service to the College and/or community.
 3. A restriction is defined as a secondary component of a disciplinary sanction. A restriction is usually an educational component that is to occur in conjunction with the sanction and will be time specific. Some examples of restrictions include, but are not limited to:
 - a. Prohibited access to College facilities and/or prohibited direct or indirect contact with members of the College community.
 - b. Denial of eligibility for holding office in registered student organizations.
 - c. Denial of participation in extracurricular activities.
 - d. Revocation of parking privileges.
 4. Failure to comply with disciplinary sanctions, conditions, and/or restrictions will result in actions including, but not limited to the following:
 - a. Further disciplinary action.
 - b. Additional sanctions, conditions, and/or restrictions.
 - c. Immediate dismissal from Tyler Junior College.
 - d. Prohibition from re-enrolling in Tyler Junior College.
 - e. Having all College records placed on hold.
 5. Any disciplinary sanctions, conditions, and/or restrictions may result in notification of the following individuals:
 - a. Registrar's office, which may make a notation regarding disciplinary status on the student's transcript.
 - b. Any other faculty or staff member who has been determined to have an educational need to be informed of the outcome.
 - c. Violations of the alcohol and/or drug policies may result in notification of the parents/guardians of students under the age of 21.

G. Disciplinary Appeal Procedures

1. Appeal Process—Any student who has received sanctions, conditions, and/or restrictions may appeal the disciplinary decision made by a judicial officer. All appeals must be completed and submitted within three College working days of the date the disciplinary decision is received. All appeals are to be directed to the chairperson of the student discipline appeals committee along with supporting documentation. Failure to file a written appeal within three College working days from the date of the

decision letter will render the original decision final and conclusive. The discipline appeals committee will review materials relevant to the case in the written appeal. The chairperson will respond to the student in writing regarding the status of the requested appeal and all related decisions within 5 business working days. The student desiring to appeal the decision of the discipline appeals committee must appeal to the vice president for student affairs of the College within three College working days of the decision of the discipline appeals committee. The vice president for student affairs will respond to the student in writing regarding the status of the requested appeal and all related decisions within 5 business working days. All appellate decisions of the vice president for student affairs are final.

2. Appeals are not automatic, thus at each level the appellate officer may:
 - a. Uphold the original decision.
 - b. Add to or increase the severity of the sanctions, conditions, and/or restrictions.
 - c. Modify or cancel the decision or action.
 - d. Remand the decision or action with appropriate instructions to the next appellate hearing officer.
3. In cases involving immediate suspension or expulsion from Tyler Junior College, the student may not attend class or any on- or off-campus event sponsored by the College during the appeal process. The student is not allowed on campus for any reason other than to deliver a letter of appeal. Any violation of the Student Code of Conduct, Student Handbook, and/or local/state/federal laws occurring while the appellate process is ongoing will end the process and the original decision will be upheld.

STUDENT GRIEVANCE PROCEDURES

Academic Grievances

A student grievance is any dissatisfaction, complaint or alleged injustice a person may have while associated with the College, as a student or prospective student. A grievance may result from academic experiences; non-academic matters involving administrators, staff, or student organizations; or matters related to alleged discrimination on the basis of race, color, national origin, age, gender, disability, creed, marital status, or limited English proficiency. All grievants should resolve problems where they arise and with the parties involved.

Academic grievances are categorized as **GRADE-RELATED** or **NON-GRADE BUT RELATED TO CLASSROOM**.

The procedures outlined in this Handbook do not confer any contractual rights on the complainant. Circumstances can differ greatly between cases, and the instructional dean may need to modify the procedures in a particular case in order to reach a timely and just decision.

NOTE: Under certain circumstances, students may not be allowed to continue in class until the grievance or appeal is resolved.

Academic Grievances—Grade Related

Excellence at Tyler Junior College results from the academic freedom enjoyed by the faculty. Only the faculty of record may make a grade change. A student is entitled to a review and explanation of the grading process and the grade received. A grade is the sole prerogative and responsibility of the faculty member and any review as the result of an appeal is intended to ensure accuracy, fairness and adherence to Tyler Junior College policy. The following steps will be followed in an effort to reconcile a grade dispute:

1. The student will discuss any grade dispute occurring during the semester with the faculty member involved within ten (10) class days after the dispute arises.
2. If the grade dispute is not resolved, the student will provide a written complaint within five (5) class days of the first meeting. The faculty member will respond in writing within five (5) class days upon receiving the student's written complaint.
3. If a semester grade is appealed, the student will provide written documentation concerning the grade to the faculty member within the first ten (10) days of the next long semester. Faculty member will respond in writing to the grade appeal within five (5) class days upon receiving the student's written appeal.
4. If the student feels that the written response from the faculty member is incorrect in either Step #2 or Step #3, the student may present an appeal in writing to the appropriate department chair for review. This step must be completed within five (5) class days upon receiving the written response from the faculty member. In the event the department chair is the instructor named, the student will proceed to the appropriate instructional dean.
5. The department chair will review the written student appeal and written faculty response in a meeting. The department chair will respond in writing to the student and faculty member within five (5) class days following the meeting. Appropriate documentation will be enclosed with the response.
6. If the student does not agree with the decision of the department chair, the student may appeal to the appropriate instructional dean. This step must be completed within five (5) class days after the written decision of the department chair is received. The instructional dean will schedule a meeting with all parties present to review all information. Within five (5) class days following the meeting, the instructional dean will respond in writing to the student, faculty member and department chair. Appropriate documentation will be enclosed with the response.

The decision of the instructional dean is final in the matter of grade disputes.

NOTE: In the event that the instructional dean is the instructor of record, the dispute will proceed to the Instructional Dean's Council, following the procedures above.

Academic Grievances— Not Grade-Related

A student who has a non-academic or discrimination complaint against any member of the faculty, staff, student organization, or another student may take action according to established guidelines. A student is entitled to impartial and consistent treatment while attending Tyler Junior College. The following steps will be followed in an effort to resolve academic grievances not related to disputed grades;

e.g., removal from a class, dismissal or suspension from a department, denial of privileges associated with a class or department, classroom dishonesty, etc.

1. The student will discuss the matter with the faculty member involved within ten (10) class days of the incident precipitating the grievance.
2. If the grievance is not resolved, the student will provide a written complaint within five (5) class days of the first meeting. The faculty member will respond in writing within five (5) class days upon receiving the student's written complaint.
3. If the student feels that the written response from the faculty member is inaccurate, the student may present an appeal in writing to the appropriate department chair for review. This step must be completed within five (5) class days upon receiving the written response from the faculty member. In the event the department chair is the instructor named, the student will proceed to the appropriate instructional dean.
4. The department chair will review the written student appeal and the written faculty response. The department chair will provide a written response to the student and faculty member within five (5) class days. Appropriate documentation will be enclosed with the response.
5. If the student does not agree with the decision of the department chair, the student may appeal to the appropriate instructional dean. This step must be completed within five (5) class days upon receiving the written decision from the department chair. Within five (5) class days, the instructional dean will respond in writing to the student, faculty member and department chair. Appropriate documentation will be enclosed with the response.
6. If the student does not agree with the decision of the instructional dean, the student may appeal to the Academic Appeals Committee. The Academic Appeals Committee will review all documentation and meet with appropriate parties within ten class days upon receiving the student appeal. The Academic Appeals Committee will provide a written response to the student, faculty member, department chair and instructional dean. The Academic Appeals Committee reviews the grievance for matters of policy and procedure only.
7. If the student does not agree with the decision of the Academic Appeals Committee, the student may request a conference with the President. The President will review the grievance for matters of policy and procedure only.
8. If complaints regarding a continuing education class arise or to appeal a student dismissal from any continuing education course, contact and/or submit a written statement to the continuing studies operations director in the administrative offices on the West Campus within ten days.

Non-Academic Grievance

The following steps shall be followed to resolve a non-academic grievance or a grievance involving discrimination:

1. The grievant should attempt to resolve the problem with the individual concerned within one month after the occurrence of the event giving rise to the grievance.
2. If the resolution is satisfactory, no further action is required.

If the attempt at resolution is not satisfactory, the grievant may proceed as follows:

1. Within five (5) working days after the date of the decision that the attempt to reach resolution has not been satisfactory, the grievant shall submit a complaint in writing to the immediate supervisor of the faculty or staff member concerned; or, if a student organization or another student is involved, to the vice president of student affairs.
2. The supervisor or vice president of student affairs has five (5) working days to investigate the circumstances and to reach his or her findings and conclusions and communicate these to the grievant.
3. If necessary, the actions indicated in Steps 1 and 2 above may be repeated through the chain of authority to the College President. The vice president of student affairs shall assist in identifying the appropriate routing of the grievance.

Note: Under certain circumstances students may not be allowed to continue in class until the dispute or grievance is resolved.



Location:
Rogers Student Center, Suite 279
Phone: 903-510-2617

Web: www2.tjc.edu/testingcenter/

Tyler Junior College offers a variety of testing opportunities designed to meet the individual needs of each student. Government issued Photo ID required for all testing. The Tyler Junior College Testing Center is operational, six days a week during the Fall and Spring Semesters. For summer hours of operation and services offered, call the Testing Center or consult the TJC Testing Center web page. Students are provided testing opportunities in academic placement as well as national and state examinations.

National Tests

The Tyler Junior College Testing Center serves as a testing center for ACT and SAT examinations.

To register or check testing dates for either the ACT or SAT exams, visit the exam website at (ACT) www.act.org or (SAT) www.collegeboard.com.

State Tests:

THEA or Alternative Tests

The Texas Success Initiative (SB 286—Sections 51.3062 & 51.403e) was put in place with the repeal of the TASP mandate during the 78th legislative session. Tyler Junior College will determine a student's readiness for college level coursework through an assessment which may be required of all first-time, entering students. This statute includes students involved in distance education enrolled through TJC. Under no circumstances will the results of any assessment be used as a condition of admission to TJC. (Subject to change by state or College.) Certain exemptions and waivers apply; please reference the TJC Catalog for a listing of exemptions.

Students are strongly urged to complete the necessary steps required to take the THEA (paper/pencil test) or Accuplacer (computer based test) as soon as possible. THEA requires regular test registration approximately one week in advance. For additional information regarding the THEA or alternative tests, contact the Testing Center.

Testing Center Cell Phone Policy

Cell phones can be used to communicate with people and access the Internet. Thus, using a cell phone in the Testing Center is in direct violation of the academic honesty policies of Tyler Junior College. Any use of a cell phone during an exam is considered an act of cheating. To avoid misunderstandings, students are advised not to bring cell phones to the Testing Center. If you must bring your phone with you to an exam, turn it off and keep it in your book bag or lock it in a locker. You may not make a call, receive a call, or keep your cell phone "in plain sight."

Children in the Testing Center

To maintain an appropriate testing atmosphere, children are not allowed in the Testing Center. To preserve the safety, and out of consideration for others, children under the age of 13 may not be left unattended in the Testing lobby.

Academic Integrity

Definition and expectations: Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at Tyler Junior College, and all members of the College community are expected to act in accordance with this principle. Consistent with this expectation, the College states that all students should act with personal integrity, respect other students' dignity, rights and property, and help establish and maintain an environment in which all can succeed.

Academic dishonesty will not be tolerated in the Tyler Junior College Testing Center. Examples of academic dishonesty include but are not limited to:

- **Plagiarism.**
- Copying or any unauthorized assistance in taking quizzes, tests, or examinations.
- Dependence upon the aid of sources beyond those authorized by the instructor when writing papers, preparing reports, solving problems, or carrying out other assignments.
- The acquisition, without permission, of tests or other academic material belonging to a faculty member, staff member or student of the College.
- Using a cheat sheet during a quiz or exam.
- Looking at someone else's answers.
- Talking during an exam.
- Any other act designed to give a student an unfair advantage.
- Students may not use any items while testing unless specifically permitted by your exam instructions. All materials not specifically mentioned by the instructor including: cell phones, scrap paper, notes, books of any kind, calculators, iPods (or other music players or electronic devices), translators or dictionaries, and/or other reference materials will not be permitted while testing. We collect all testing materials including scrap paper and permitted notes at the end of the exam. No papers are allowed outside of the Testing Center.

Placement Testing

In addition to the THEA and Accuplacer, an additional placement test in mathematics may be required. Students who wish to enroll in advanced mathematics classes should inquire about the possible need for advanced mathematics testing. Student guides tests and times of testing can be obtained by contacting the Testing Center.

Credit By Examination

If you are knowledgeable in a given subject area and wish to receive credit for that knowledge, the credit-by-examination policy of Tyler Junior College may be beneficial to you.

Tyler Junior College recognizes that many students may have already achieved the goals and objectives of certain college courses. In an effort to alleviate academic duplication at the college level, qualified students are encouraged to take advantage of the credit-by-examination program at Tyler Junior College. Students may receive credit by examination through the following tests:

- CLEP—Subject Examinations (Only)
- CEEB—College Entrance Examination Board (Advanced Placement)
- Institutional Tests—Selected Subject Areas (inquire at Testing Center)

Credit will be entered on the student's permanent transcript after he/she completes one semester attending Tyler Junior College. A posting fee is required each time credits are posted. These credits may also be used toward satisfying degree requirements. Letter grades are not given for credit earned by examination, nor is the credit earned by testing used to compute the grade point average.

CAMPUS CLINIC

Tyler Junior College partners with the East Texas Medical Center Regional Healthcare System to provide students an on-campus acute care clinic staffed and managed by ETMC.

Health Problems?

If you have a health-related question, need health care for a minor illness or injury, or require information regarding a community agency, please come to TJC Campus Clinic. And remember, all care and consultations are *completely confidential*.

Charges

Office visits and most services provided on campus are covered by the student health service fee (included in tuition and fees paid each term) and are free of additional charge to the student. However, outside services, such as prescriptions, lab work, X-ray, and hospital/ER care, are NOT covered and are the financial responsibility of the student.

Services

- Diagnosis and treatment of injury and illness
- Physical exams
- Orders for lab/X-ray
- Immunizations and TB skin tests
(free to Allied Health Care students)
- Flu vaccine
- Continuous after-hours referral care by phone at 903-510-ETMC (3862)
- Access to health education materials, including such topics as substance abuse, sexually transmitted diseases, nutritional information, and specific illnesses
- Access to Licensed Professional Counselors (LPC)
- 24-hour health information library available at 1-800-648-8141
- Medication Assistance Program for qualified individuals

Health Care

- A. Minor injury (cuts, burns, sprains, etc.)
- B. Minor illness (colds, headaches, nausea, etc.)
- C. Medical emergency

Health Maintenance Programs

- | | |
|----------------------------|------------------------|
| A. Blood pressure check | F. Eye Examination |
| B. Nutritional information | G. Consultation |
| C. TB skin test | H. Referrals |
| D. Immunization | I. Preventive Medicine |

Health Education

Health literature is available at no cost in the TJC Campus Clinic covering a variety of topics including specific illnesses, substance abuse, life skills and contagious diseases. Current information on AIDS and other sexually transmitted diseases is also furnished.

Health videos are available on wellness, date rape, substance abuse, AIDS and others.

Resources

National AIDS Hotline (Toll free)
800-342-AIDS (English)
800-344-SIDA (Spanish)
800-AIDS-TTY (Hearing impaired)
National AIDS Information Clearinghouse
800-458-5231
STD National Hotline
800-227-8922
AIDS Teen Hotline
800-234-TEEN

Location and Phone

The TJC Campus Clinic is located in the Rogers Student Center, second floor, suite 217. The telephone number is 903-510-ETMC (3862).

TJC Campus Clinic Hours

(When school is in session)

Monday–Friday 8 a.m.–5 p.m.
24-hour access to referral care and health care professionals is available after hours by calling 903-510-ETMC (3862).

TJC-HIV Statement

Consideration of the existence of AIDS, a positive HIV antibody test, or any communicable disease is not a part of the initial admission decision for those applying to attend Tyler Junior College.

Tyler Junior College students who have AIDS or a positive HIV antibody test, whether they are asymptomatic or not, shall be allowed regular classroom attendance and entry into all facilities and programs in an unrestricted manner as long as they are physically able to attend classes; however, Tyler Junior College reserves the right to exclude any person who poses a health or safety risk to themselves or to others.

The College shall not require a screening of students or employees for HIV; however, the TJC Campus Clinic shall refer students or employees requesting such testing. Tyler Junior College will provide **NO** medical information to anyone outside the College without the prior specific written consent of the patient, including those living in residence halls. Knowledge shall be confined to those professional

staff members with a direct need to know as determined by the College's legal counsel; however, Tyler Junior College Campus Clinic must strictly observe anonymous public health reporting for AIDS. For a copy of the Tyler Junior College HIV policy and the Texas Department of Health HIV pamphlet, please contact the TJC Campus Clinic or the Student Affairs office.

Important Information About:

Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. **Bacterial Meningitis** is a serious, potentially deadly disease that can progress extremely fast—so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100–125 on college campuses, leading to 5–15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the Symptoms?

- | | |
|--------------|----------------------------------|
| • High fever | • Rash or purple patches on skin |
| • Vomiting | • Confusion and sleepiness |
| • Nausea | • Severe headache |
| • Seizures | • Light sensitivity |
| • Stiff neck | • Lethargy |

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk; so when these symptoms appear, seek immediate medical attention.

How is Bacterial Meningitis Diagnosed?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the Disease Transmitted?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How Do You Increase Your Risk of Getting Bacterial Meningitis?

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are Possible Consequences of the Disease?

Death (in 8 to 24 hours from perfectly well to dead); hearing loss, blindness; gangrene; permanent brain damage; learning disability; coma; kidney failure; convulsions; and limb damage (fingers, toes, arms, legs) that requires amputation

How May I Find Out More Information?

- Refer to the *Student Handbook* online at www.tjc.edu.
- Contact your own health care provider.
- Contact the **ETMC Campus Clinic**, 903-510-ETMC (3862).
- Contact your local or regional Texas Department of Health office. For Smith, Henderson, Van Zandt, Wood and Rains Counties, contact: **Disease Surveillance Office of North East Texas Public Health District** (NETPHD)

P. O. Box 2039 • Tyler, TX 75710-2039
Telephone: 903-595-1350

- Contact websites:
www.cdc.gov/ncidod/dbmd/diseaseinfo or
www.acha.org

CAMPUS SAFETY & SECURITY

Drug-Free Campus Statement and Zero Tolerance Policy

As a drug-free campus, Tyler Junior College adheres to the Drug-Free Schools and Communities Act amended in 1989 which requires a clear statement regarding the consequences of drug use and abuse. In support of the Drug-Free Schools and Communities Act, Tyler Junior College maintains a Zero Tolerance Policy. Thus, any student found in violation of the Student Code of Conduct which prohibits the use, possession, or distribution of any illegal drugs or related paraphernalia as defined by the Comprehensive Drug Abuse Prevention and Control Act of 1970 will receive swift and appropriate disciplinary and legal action which will lead to immediate suspension or expulsion from the College.

Along with information about resources for assistance to students and employees with drug use or abuse problems, the Student Handbook encourages students to contact the Office of Student Affairs or the TJC Campus Clinic for additional and related information.

Community resources for assistance listed on pages 17-18.

Gang-Free Campus Statement and Zero Tolerance Policy

Premises owned, rented or leased by Tyler Junior College, and areas within 1,000 feet of the premises are "gang-free" zones. Certain criminal offenses, including those involving gang-related crimes, will be enhanced to the next highest category of offense if committed in a gang-free zone by an individual 17 years or older. See Texas Penal Code, Section 71.028 for the consequences of engaging in organized criminal activity within "gang-free" zones.

Sexual Harassment of Students

By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy.

Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of academic success.
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the student.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating, hostile, or offensive environment.

Prohibited is any behavior that represents repeated or unwanted sexual attention or sexual advances, when acceptance of such attention or advance is made a condition of reward or penalty.

If an allegation is made, provisions in the Non-Academic Grievances resolve will be followed.

Jeanne Clery Disclosure (Crime Statistics)

Tyler Junior College makes available to you the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Report. Tyler Junior College Campus Safety office collects and publishes specific information on campus crime statistics, security policies and services. This information is summarized in this document. This document can be viewed online at <http://www.tjc.edu/CampusSafety/CrimeSecurityReport.php> as well as printed out.

The Tyler Junior Campus Safety office is service-oriented, trained in professional standards and dedicated to the safety and comfort of our students, employees and visitors. Our primary concern is to protect life and property to allow the educational process to evolve safely. Members of the campus community should call 903-510-2222 and/or 9-1-1 to report an emergency or crime.

Reporting Crimes and Emergencies. All criminal offenses that occur on campus should be reported immediately to the Tyler Junior College Campus Safety office. The Tyler Junior College Campus Safety office is operational 24 hours a day, year-around. You have easy access to Campus Safety either by telephone, 903-510-2222, or by going to the Campus

All class schedules are subject to change, including assignment of instructors, class locations and cancellations. For up-to-date schedules, log on to Apache Access or go to www.tjc.edu/OnlineSchedule.

CAMPUS SAFETY CRIME STATISTICS

To ensure compliance with the Campus Security Act, the Tyler Junior College Office of Campus Safety collects and reports campus crime statistics. These statistics reflect crimes that have been reported to Campus Safety.

2007 Statistics

Types of Crimes	On Campus	Dorms	Public Property	Non-campus
Murder*	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0
(Non-Forcible)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	5	2	0	0
Motor Vehicle Theft	2	0	0	0
Arson	0	0	0	0
Weapons Possession	0	0	0	0
Liquor Law Violations	15	11	1	0
Drug Related Violations	2	2	0	0
Hate Crimes	0	0	0	0

2008 - Tyler Campuses Statistics

Types of Crimes	On Campus	Dorms	Public Property	Non-campus
Murder*	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0
(Non-Forcible)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	1	1	0	0
Burglary	3	3	0	0
Motor Vehicle Theft	2	0	0	0
Arson	0	0	0	0
Weapons Possession	0	0	0	0
Liquor Law Violations	3	3	0	0
Drug Related Violations	2	2	1	0
Hate Crimes	0	0	0	0

2008 - TJC Lindale Campus Statistics

Types of Crimes	On Campus	Dorms	Public Property	Non-campus
Murder*	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0
(Non-Forcible)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Weapons Possession	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Related Violations	0	0	0	0
Hate Crimes	0	0	0	0

2008 - TJC Jacksonville Campus Statistics

Types of Crimes	On Campus	Dorms	Public Property	Non-campus
Murder*	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0
(Non-Forcible)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Weapons Possession	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Related Violations	0	0	0	0
Hate Crimes	0	0	0	0

2009 - Tyler Campuses Statistics

Types of Crimes	On Campus	Dorms	Public Property	Non-campus
Murder*	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0
(Non-Forcible)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	1	0
Burglary	11	9	2	0
Motor Vehicle Theft	2	0	2	0
Arson	0	0	0	0
Weapons Possession	0	0	0	0
Liquor Law Violations	2	2	2	0
Drug Related Violations	1	1	4	0
Hate Crimes	0	0	0	0

2009 - TJC Lindale Campus Statistics

Types of Crimes	On Campus	Dorms	Public Property	Non-campus
Murder*	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0
(Non-Forcible)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Weapons Possession	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Related Violations	0	0	0	0
Hate Crimes	0	0	0	0

2009 - TJC Jacksonville Campus Statistics

Types of Crimes	On Campus	Dorms	Public Property	Non-campus
Murder*	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0
(Non-Forcible)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Weapons Possession	0	0	0	0
Liquor Law Violations	0	0	0	0
Drug Related Violations	0	0	0	0
Hate Crimes	0	0	0	0

* Includes non-negligent manslaughter and negligent manslaughter.

Note: The Public Property figures reflect the crime statistics from the City of Tyler for areas surrounding the Tyler Junior College Campus and are not the statistics for the College campus itself.

The reported area(s) surrounding the campus are outlined by the following border streets:
1400-1500 SSW Loop 323
1000-1400 S. Baxter
1200-1800 E. Fifth
1100-1400 Magnolia
1300-1900 Devine
900-1200 Porter
1700 Adair
1600 Apache Pass
1200-1400 E. Lake
1000-1100 Blackwell
2800 Robertson
1000-1400 Palmer
1000-1400 Mahon

Safety building, located at 1020 South Baxter Avenue. This location is clearly marked on campus maps. Campus Safety officers and guards are trained to respond to criminal actions or other emergencies that may occur on campus. Campus Safety officers are licensed Texas police officers.

Campus Procedures for Reporting Crimes or Emergencies. To report an emergency or criminal incident call 903-510-2222 and/or 9-1-1. For non-emergencies contact the Tyler Junior College Campus Safety office at 903-510-2258.

You can find additional information on Fire Alarm, Bomb Threat, Weather Emergency, Medical Emergency, Sex Offenses, and Sexual Harassment in the *Student Handbook* online at www.tjc.edu.

Health Risks of Alcohol and Drugs

Alcohol. Alcohol consumption causes a number of marked changes in behavior. Even low amounts significantly impair the judgment and coordination required to driving a car safely. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts. Moderate to high levels of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high levels cause respiratory depression and death. If combined with other depressants of the central nervous system,

much lower levels of alcohol use can lead to dependence on alcohol. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucination, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs are usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Females who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than other children of becoming alcoholics.

Tobacco (Nicotine). The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than nonsmokers to contract heart disease. Some 30 percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases such as emphysema

and chronic bronchitis are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy poses serious risk such as spontaneous abortion, pre-term birth, low birth weights, and fetal and infant deaths. Because nicotine is highly addictive, addicts find it very difficult to stop smoking. Fewer than 20 percent of typical smokers succeed in stopping on the first try.

Designer Drugs. Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines (MDMA, X, speed). Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

Cocaine. Cocaine stimulates the central nervous system. The use of cocaine can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can increase the risk of AIDS, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increases pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Other Stimulants. Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

Anabolic Steroids. Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Steroid users subject themselves to more than 70 side effects ranging in severity from liver cancer to acne, as well as psychological as well as physical reactions. The liver and cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects include very aggressive behavior known as "road rage" and depression.

COMMON TEXAS OFFENSES & PUNISHMENTS		
Offense/Authority	Minimum Punishment	Maximum Punishment
Manufacture or delivery of controlled substances (drugs) Health & Safety Code § 481.113	Confinement in State Jail for a term of not more than 2 years or less than 180 days. In addition to confinement an individual may be punished by a fine not to exceed \$10,000.	Imprisonment in the Institutional Division of TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Possession of controlled substances (drugs) Health & Safety Code § 481.115	Confinement a State Jail for any term of not more than 180 days. In addition to confinement, an individual may be punished by a fine not to exceed \$10,000.	Imprisonment in the institutional division of TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Delivery of Marijuana Health & Safety Code § 481.120	A fine not to exceed \$2,000; confinement in jail for a term of not more than 180 days; or both such fine and confinement.	Imprisonment in institutional division TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Possession of Marijuana Health & Safety Code § 481.121	A fine not to exceed \$2,000; confinement in jail for a term not to exceed 180 days, or both such fine and confinement.	Imprisonment in the institutional division of TDCJ for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed \$50,000.
Driving While Intoxicated (Includes intoxication from alcohol, drugs, or both) Penal Code § 49.04, 49.09, and 12.34	A fine not to exceed \$2,000; confinement in jail for a term not to exceed 180 days or less than 72 hours; both such fine and confinement.	Imprisonment in the institutional division of TDCJ for any term of not more than 10 years or less than 2 years; and by a fine not to exceed \$10,000.
Public Intoxication § 49.02	A fine not to exceed \$200. Attendance at an Alcohol Awareness Course.	A fine not to exceed \$200. Attendance at an Alcohol Awareness Course.
Purchase of alcohol by a minor. Consumption of alcohol by a minor. Possession of alcohol by a minor. Alcoholic Beverage Code § 106.02, 106.04, 106.05	A fine not to exceed \$200. Performance of Community Service for not less than 8 or more than 12 hours. Suspension of driver's license for a period of 30 days. Attendance at an Alcohol Awareness Course.	Upon third conviction: a fine of not less than \$250 or more than \$2,000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement. Performance of Community Service for not less than 20 or more than 40 hours. Suspension of driver's license for a period of up to 180 days. Attendance at an Alcohol Awareness Course.
Sale of alcohol to a minor. Alcoholic Beverage Code § 106.03	A fine not to exceed \$4,000; confinement in jail not to exceed 1 year; or both such fine and confinement.	A fine not to exceed \$4,000; confinement in jail not to exceed 1 year; or both such fine and confinement



East Texas Friendly!

While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

Hallucinogens or Psychedelics. Lysergic Acid (LSD), mescaline, peyote, and phencyclidine (PCP or "angel dust") cause illusions and hallucinations, and their use impairs and distorts one's perception of surrounding, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. The physical effects may include dilated pupils, elevated body temperatures, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. It is common to have bad psychological reactions to LSD, mescaline, and psilocybin. The user may experience panic, persistent memory problems and speech difficulties. Users who discontinue use experience "flashback" consisting of distortions of virtually any sensation for long periods after discontinued use. Mood disorders, such as depression, anxiety and violent behavior, also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

Solvent Inhalants, e.g. glue, lacquers, plastic cement. The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeating sniffing of concentrated vapors over time can permanently damage the nervous system. Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent.

Marijuana (Cannabis). All forms of cannabis have negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco smoke. Long term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

Narcotics. Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may increase the risk of such diseases as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

Class Schedules are online at: [www.tjc.edu/ OnlineSchedule](http://www.tjc.edu/OnlineSchedule)

CAMPUS PENALTIES

Students. The Campus will impose a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession or distribution of drugs that are prohibited by state, federal, or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

Employees. The unlawful use, possession, or distribution of drugs or alcohol will result in a disciplinary penalty of disciplinary probation, demotion, suspension without pay, or termination, depending upon the circumstances.

AVAILABLE DRUG COUNSELING OR REHABILITATION SERVICES

Campus Services, Students. Several campus offices provide print and video materials upon request to interested students. This information includes the characteristics and types of drugs/symptoms of drug abuse, dysfunctional family systems and other topics. Offices where this information is available include the Student Development office, Support Services and the Health Services office, all located in the Rogers Student Center. Additional reference materials on the subject of alcohol and drug abuse are available in the Vaughn Learning Resources Center.

Education, assessment, intervention and referral services are available through the Student Development office. Classes and workshops may be presented to student groups on signs of addiction and abuse among college students, types and characteristics of drugs, and other topics as requested. Assessment services are provided without charge for students interested in determining the level of their use/abuse and what appropriate actions would be indicated to reduce their risk or emotional, legal or health-related consequences from continued use. Intervention and referral services are available in connection with community resources for students needing specialized assistance with their own or another's substance abuse problems.

Employees. The Tyler Junior College group health insurance program provides for treatment of drug and alcohol abuse for all benefits eligible employees. Human Resources Department will provide assistance to employees seeking treatment for drug or alcohol abuse.

Community Services. Several sources of assistance are available in the local community for students and others experiencing problems associated with their use or abuse of alcohol or other drugs. In some cases, assistance is free or nominal, but the student must determine the cost involved for themselves. If requested, the College will assist a student through a formal referral to sources listed below or other sources which may be available.

Specific sources of assistance include:

Adoption Services

Adoption Center of East Texas* 800-535-0375
Loving Alternatives 903-533-1288

Alcohol/Drug Abuse

Alcoholics Anonymous/Al-Anon* 903-597-1796
Al-Anon/Al-Ateen* 903-597-6492
East Texas Council on Alcoholism
& Drug Abuse (ETCADA)* 800-441-8639
East Texas Medical Center/Behavioral Health 903-566-0088
Sister Communities Council on Alcoholism & Drug Abuse
(SCCADA) 903-939-9010
The Beginning 903-581-9472 or 903-595-5796

Apartment Locators

Home Finders (apartment rental & locator agency) 903-595-4663
Rental Properties & Management 903-593-2211

Auto Registration and Licensing

Auto Registration (Smith County Tax Office) 903-590-2900
Driver's License Renewal (Texas Dept. of Public Safety) 903-939-6014

Credit and Debt Counseling

Consumer Credit Counseling Service 903-581-6691

Crisis Services

Abuse Hotline* 800-252-5400
Catholic Counseling Services* ... 1-800-BABYDUE (800-222-9383)
Child Protective Services (TX Dept. of Human Services)
..... 800-252-5400
East Texas Crisis Center (ETCC; Business Office) 903-509-2526
HEART (Hotline)* 903-595-5591 or 800-333-0358
East Texas Food Bank 903-597-3663
Parent Services Center, Inc. 903-595-2235
PATH (People Attempting to Help) 903-597-4044
Salvation Army* 903-592-4361
School Supply Train (PATH) 903-597-4044
Survivors' Network (ETCC Incest Support Group) 903-509-2526
Tyler AIDS Services (AIDS Counseling) 903-592-0757
Violence Intervention Network (ETCC men's program) 903-579-2500
WIC (Women, Infants & Children) 903-592-7635 or 800-942-3678

Disability Services

Deaf Interpreting Services of East Texas
(Voice and TDD) 903-279-3522
Department of Assistive and Rehabilitative
Services Blind Services 903-581-9945
Vocational Rehabilitation 903-581-8151

Employment Assistance

East Texas Workforce Center 903-561-8131
TJC Career Services 903-510-2334

Government Offices

North East Texas Public Health District Administration 903-535-0030
Chronically Ill & Disabled Primary Care/Treatment 903-533-7410
Preventive Care, Family Planning & Immunization. 903-535-0060
Social Service Department 903-535-0066
Vital Statistics (birth and death records) 903-535-0031
Smith County Tax Assessor-Collector
Auto Registration 903-590-2900
Smith County Veterans' Service Office 903-590-2950
Smith County Property Tax Department 903-590-2920
Social Security Administration 903-561-8632
Texas Department of Human Services
North Tyler client service 903-595-4841
South Tyler client service 903-534-9794
Tyler City Hall 903-531-1100
Tyler Police (non-emergency)* 903-531-1000
Tyler/Smith County Crimestoppers* 903-597-2833(CUFF)
Tyler Neighborhood Services (Housing Assistance, Summer
Food Program, and Community Development) 903-531-1303

Hospital/Emergency Health Care

Ambulance* 9-1-1

East Texas Medical Center*	903-597-0351
Poison Control Center*	800-222-1222
North East Texas Public Health District (Preventive Care)	903-535-0060
The University of Texas Health Center at Tyler*	903-877-3451
Trinity Mother Frances Health System (TMFHS)*	903-593-8441

Information/Referral

Better Business Bureau	903-581-5704
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Juvenile/Runaway Services

Care Shelter (Youth & Family Enrichment Centers)*	903-595-3553
Juvenile Probation (Smith County)*	903-535-0850

Legal Aid

East Texas Legal Services	903-595-4781
Family Law Hotline (legal advice and counseling)	800-777-3247
Family Violence Legal Line	800-374-4673
Lawyer Referral (State Bar of Texas)	800-252-9690
National Domestic Violence Hotline*	800-777-3247
Smith County District Attorney's Office	903-590-1720

Mental Health Services

Andrews Center Behavioral Healthcare System*	903-597-1351
Counseling Testing & Psychiatric Services (TMFHS)*	903-581-0933
East Texas Medical Center/Behavioral Health	903-566-0088

Parent Services

Coats for Kids (PATH)	903-597-4044
Parent Services Center, Inc.	903-595-2235
Parents Anonymous of Tyler	903-597-1831
WIC (Women, Infants & Children)	903-592-7635 or 800-942-3678

Social Service Agencies

Andrews Center Behavioral Healthcare System*	903-597-1351
East Texas Crisis Center Hotline*	903-595-5591 or 800-333-0358
Business Office	903-509-2526
East Texas Food Bank	903-597-3663
Goodwill Industries of East Texas	903-593-8438
Parent Services Center, Inc.	903-595-2235
PATH (People Attempting to Help)	903-597-4044
Salvation Army*	903-592-4361
Transient Lodge	903-592-1117
School Supply Train (PATH)	903-597-4044
United Way Info Line	903-534-9977 or 2-1-1

Testing Services

THEA Exam, General National Evaluation Systems	800-673-8175
TOEFL Exam (Test of English as a Foreign Language)	609-771-7100
CLEP Exam (College-Level Examination Program)	609-771-7865
SAT Exam	800-756-7346
TJC Testing Center	903-510-2617

Transportation

American Cab Company*	903-593-8444
East Texas Yellow Cab Company*	903-597-2526
Tyler Transit System	903-533-8057
The Taxi Company of Tyler*	903-592-3232

Utilities

AT&T (formerly Southwestern Bell Telephone; for residential:)	
Order new, move or change existing service	800-464-7928
Payment arrangements and amount due	800-616-1171
Billing questions	800-585-7928
Repair Service*	800-246-8464
CenterPoint Energy (natural gas service)*	800-259-5544
City of Tyler Solid Waste	903-531-1388
City of Tyler Water Department—Administration	903-531-1230
Service connection and disconnection	903-531-1231
Suddenlink Cable	903-595-4321
TXU Energy (electric service)	800-242-9113
Service Restoration*	800-233-2133

* Indicates telephone numbers answered 24 hours a day.

Additional sources of information and assistance within the community may be available. Please contact the Student Affairs office for more information.

FAMILY RIGHTS & PRIVACY ACT (DIRECTORY INFORMATION)

In compliance with the Family Educational Rights and Privacy Act of 1976, Tyler Junior College protects the personally identifiable information of students. In accordance with the act (PL 93-380, section 513), as amended, and (PL 93-568, section 2), information classified as "Directory Information" may be released to the general public without the consent of the student.

Tyler Junior College hereby designates the following student information as public or "Directory Information": Name, address, dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (includes President's and Dean's List), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth.

A student may request that the above directory information be withheld from the public by making written request to the Registrar's office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information may be released upon inquiry at the discretion of the institution. A new form for non-disclosure must be completed every fall, spring and summer session or term enrolled. Tyler Junior College assumes that failure on the part of any student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure.

Written Proof of Dependency

Under the Family Educational Rights and Privacy Act (FERPA), Tyler Junior College is permitted to disclose information from a student's education records to the parent(s), if the parent(s) claim the student as a dependent for federal tax purposes. A statement of dependency must be on file with the Registrar's office showing consent of the student and proof of dependency for the parent. Parental disclosure is limited to the items released by the student to the parent.



Achieving the Dream™

Community Colleges Count

**Tyler Junior College participates
in Achieving the Dream.**

"We care about your success"

Get a Jump-Start!

1. Prepare Early • 2. Use Online Registration

You will have the option of paying by credit card or electronic check online, in person at the Cashier's window (WASC), or by mail (must be mailed seven working days prior to due date to avoid cancellation). You can receive an ID card and parking permit at Rogers Student Center during Late Registration, or at the Campus Safety office (ID and parking permit) during the first week of classes.

Students who are eligible for the HOPE Scholarship Tax Credit, Lifetime Learning Tax Credit, or other tax benefits may wish to consult their tax advisor.

**Spring 2011: New Break-away Lanyards available for students!
Pick yours up at Campus Safety.**

DISTANCE EDUCATION AT TJC

WHAT YOU NEED TO KNOW

What Is Distance Education?

Distance education enables you to take courses from home or any location, at your convenience. By taking these courses, you can greatly reduce or eliminate your time on campus. Distance education is ideal for students with demanding work schedules or family responsibilities and for those who cannot travel to campus regularly.

What Types of Distance Courses Can I Take?

Online (Internet) course	You take an online (or Internet-based) course using any computer with Internet access. The course materials and assignments are available through Apache Online (your virtual classroom) when you log in through Apache Access (TJC's online portal to campus resources). Online courses typically require proctored testing, either through the TJC Testing Center or another proctored testing location. In the course schedule, Internet courses are indicated by INTERNET in the course location.
Hybrid course	A hybrid course has both online (Internet) and in-class components. For example, TJC offers hybrid courses that meet in-class one day a week instead of two. The rest of the class is completed online. Another type of hybrid is a lecture/lab class, which has an in-class lab and an online lecture portion. In the course schedule, hybrid courses are indicated by HYBRID in the attributes of the course and show an abbreviated time for the course.
Telecourse	In a telecourse, you receive course materials over a local cable channel or on videocassettes or DVDs. Each telecourse includes videos that provide information normally presented in a class lecture. In the course schedule, telecourses are indicated by TELEVISION in the course location.

What Should I Do Before Enrolling?

Take the READI Assessment

Before enrolling in a distance course, take the READI assessment. READI is an indicator of the degree to which distance learning will be a good fit for you. It will help you understand your strengths and opportunities for improvement and will also recommend resources to help you succeed as a distance student. Go to <http://www.tjc.edu/de> to take the READI assessment.

Complete the TJC Online Student Orientation

Before you take your first distance course, complete the TJC Online Student Orientation. It will familiarize you with the technical requirements and skills needed, explain how to access your course, and point you to resources for distance students.

Important: This orientation does not replace the course-specific orientations.

Go to <http://www.tjc.edu/de> to complete the TJC Online Student Orientation.

Do I Need My Own Computer?

To get the most advantage from a distance course, you'll need your own computer. That way, you'll have the most flexibility in the time and location for doing your course work. Your computer will need to meet or exceed the following minimum requirements (most current computers will exceed these requirements):

Minimum Hardware Requirements

- Pentium 4 or better processor with at least 512 MB of RAM
- Windows XP or above operating system or Mac OS 10.2 or higher
- At least dial-up Internet access (cable or DSL connection preferred)

Browser Requirements

- Internet Explorer 7.0 or higher
- Firefox 1.5 or higher
- Safari 2 or higher

Java Requirements

- Java 6, update 14 or higher

What If I Have Technical Issues?

If you have computer problems or technical issues, contact the TJC Help Desk:

TJC Help Desk

[Student Help Desk Request Form](#) (available on the My Online Courses page in Apache Access)

Phone: 903-510-3269 or 903-510-2413

Email: helpdesk@tjc.edu

What If I Need to Take a Course Not Offered Online by TJC?

The Virtual College of Texas (VCT) gives you the opportunity to take courses not offered online at TJC. We'll enroll you in the course, and your grade will come back to your transcript here at TJC. For more information, contact the Distance Education Coordinator at 903-510-2529.

What Student Services Are Available?

All of the student services offered to traditional students are also available to distance students. To find out more, go to <http://www.tjc.edu/de> and click in the right column on Student Services.

Testing Requirements for Distance Education Courses

Testing requirements vary from course to course. If your distance education course requires proctored exams, you will go to the testing center to take your exams. Arrangements can be made to have exams proctored at an off campus facility if you are not in Tyler or the surrounding area. A proctor agreement will need to be completed and sent to the Senior Proctor, Tyler Junior College for approval. The Senior Proctor's phone number is 903-510-2051 or 1-800-687-5680 X2051.

How to Recognize Distance Classes in the Schedule

There are two easy ways to recognize online and hybrid classes in the course schedule. You can look for their labels in the schedule or you can look at the section numbers. Both are explained below.

Labels in the Schedule

When you search for classes in the online registration system, you get a *Sections Found* page similar to the one below. (Because of limited space, this example shows just some of the results.) In this example, we searched for sections of HECO 1322.

Notice that the Internet sections have **INTERNET** in the Location column. The hybrid sections have **HYBRID-50% Online 50% Classroom** in the Attribute column. The hybrid section in the example meets one day a week on Mondays from 11:00 to 11:50 a.m. in T 127. The rest of the coursework is done online.

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	10995	HECO	1322	002	M	3.000	Nutrition and Diet Therapy	MWF	09:00 am-09:50 am	25	20	5	TBA	08/23-12/09	T 127	
<input type="checkbox"/>	10996	HECO	1322	003	M	3.000	Nutrition and Diet Therapy	MWF	10:00 am-10:50 am	25	24	1	TBA	08/23-12/09	T 127	
<input type="checkbox"/>	10998	HECO	1322	005	M	3.000	Nutrition and Diet Therapy	MW	04:00 pm-05:15 pm	25	17	8	TBA	08/23-12/09	T 127	
<input checked="" type="checkbox"/>	13228	HECO	1322	500	M	3.000	Nutrition and Diet Therapy		TBA	32	32	0	Rebecca Bibby (P)	08/23-12/09	INTERNET	
<input type="checkbox"/>	13786	HECO	1322	501	M	3.000	Nutrition and Diet Therapy		TBA	32	32	0	Rebecca Bibby (P)	08/23-12/09	INTERNET	
<input type="checkbox"/>	14043	HECO	1322	502	M	3.000	Nutrition and Diet Therapy		TBA	25	4	21	TBA	08/23-12/09	INTERNET	
<input type="checkbox"/>	13785	HECO	1322	570	M	3.000	Nutrition and Diet Therapy	M	11:00 am-11:50 am	25	20	5	Rebecca Bibby (P)	08/23-12/09	T 127	HYBRID-50% Online 50% Classroom

Section Numbers

You may notice that another way to identify Internet and hybrid sections is by the section number:

Internet sections are usually in the 500-539 range (examples: 500, 501, 502, 540, 550) and also in the 540-549 and 550-559 range for 8-week courses.

Hybrid sections are usually in the 570-587 range (examples: 570, 571, 572, 580, 581).

2010-11 CALENDAR

August 2010

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010

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26	27	28	29	30		

October 2010

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24	25	26	27	28	29	30
31						

November 2010

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December 2010

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January 2011

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23	24	25	26	27	28	29
30	31					

*This calendar is
subject to change.*

**Consult the Registrar's office
or check online at
www.tjc.edu.**

Fall Semester 2010

April 19 – August 8 Online registration for students. See *Student's Guide to Rights & Responsibilities* for specific details.

August 9 Payment of fees deadline

August 18-19 Late registration for Fall Long Term and Fall Mini-Term I, Rogers Student Center, Apache Rooms. See *Student's Guide to Rights & Responsibilities* for specific details.

August 21 Fall Long Term weekend classes begin.

August 23 Fall Long Term & Fall Mini Term I begin (first class day, regular classes)

August 23-24 Administrative changes only (Apache Rooms).

September 6 Labor Day holiday.

September 8 Official Reporting Day (All class rolls become official). Fall Long Term & Fall Mini Term I.

October 4 Last day to drop a course in Fall Mini-Term I with a grade of "W".

October 14-15 Final Exams: Fall Mini-Term I.

October 14-15 Fall Mini-Term II registration.

October 15 Fall Mini-Term I ends.

October 18 Fall Mini-Term II begins (first class day).

October 18 Grades due, 5:00 p.m., Fall Mini-Term I.

October 25 Official Reporting Day (All class rolls become official). Fall Mini Term I.

November 1 Last day to apply for a fall degree.

October 31-January 5. Online registration for Spring 2011 Term. See *Student's Guide to Rights & Responsibilities* for specific details.

November 22 Last day to drop a course in Fall Long Term, Fall Mini-Term II with a grade of "W".

November 24-26 Thanksgiving holidays. (Administrative offices close at Noon, November 24).

December 4, 6-9 Final exams: Fall Long Term & Mini-Term II.

December 9 Fall Long Term, Fall Mini-Term II end.

December 10 Commencement, Wagstaff Gymnasium, 7 p.m.

December 11 Grades due, 9:00 a.m., Fall Long Term & Mini-Term II.

December 20-January 2 Winter break.

Spring Semester 2011

October 31-January 5 Online registration for students. See *Student's Guide to Rights & Responsibilities* for specific details.

January 6 Payment of fees deadline.

January 13-14 Late registration for Spring Long Term & Spring Mini-Term I, Rogers Student Center Apache Rooms. See *Student's Guide to Rights & Responsibilities* for specific details.

January 17 Martin Luther King, Jr. holiday.

January 18 Spring Long Term, Spring Mini-Term I begin (first class day, regular classes).

January 18-19 Administrative changes only (Apache Rooms).

February 2 Official Reporting Day (All class rolls become official). Spring Long Term & Spring Mini Term I.

March 2 Last day to drop a course in Spring Mini-Term I with a grade of "W."

March 7-11 Spring holidays.

March 17-18 Final exams, Spring Mini-Term I.

March 17-18 Spring Mini-Term II registration, advisors' office.

March 18 Spring Mini-Term I ends.

March 21 Spring Mini-Term II begins.

March 21 Grades due in Registrar's office, 12:00 p.m., Spring Mini-Term I.

March 28 Official Reporting Day (All class rolls become official). Spring Mini Term II.

March 27 – May 8 Maymester Online registration. See *Student's Guide to Rights & Responsibilities* for specific details.

March 27-May 29 Summer Term I Online registration. See *Student's Guide to Rights & Responsibilities* for specific details.

March 27-July 3 Summer Term II Online registration. See *Student's Guide to Rights & Responsibilities* for specific details.

April 1 Last day to apply for a spring degree.

April 17- August 14 Online registration for Fall 2011.

April 22-24 Easter holidays.

April 29 Last day to drop a course in Spring Long Term, Spring Mini-Term II with a grade of "W."

May 7 Final exams for classes meeting Saturday only, Spring Long Term.

May 9-12 Final exams, Spring Long Term and Spring Mini-Term II.

May 12 Spring Long Term, Spring Mini-Term II end.

May 13 Commencement, Wagstaff Gym

May 14 Grades due, 9:00 a.m. Spring Long Term and Spring Mini II.

Summer Term I, 2011

March 27-May 8 Online registration - Maymester. See *Student's Guide to Rights & Responsibilities* for specific details

March 27-May 29 Online registration - Summer I and Long Summer. See *Student's Guide to Rights & Responsibilities* for specific details.

May 9 Payment of fees deadline for Maymester.

May 11 Maymester begins (first class day; Maymester classes meet Monday-Friday with the exception of Memorial Day, May 30)

May 13 Official Reporting Day (All class rolls become official). Maymester.

May 30 Memorial Day holiday.

May 31 Payment of fees deadline - Summer I Term and Summer Long Term.

June 2 Late registration and advising, administrative changes, Summer Term I, Summer Long Term (Apache Rooms).

June 3 MayMester Final Exams, MayMester ends.

June 6 Summer Long Term begins (first class day).

June 6 Summer Term I begins (first class day; most Summer Term I classes meet Monday -Thursday).

June 6 Administrative changes only, Summer Term I, Summer Long Term (Apache Rooms).

June 9 Official Reporting Day (All class rolls become official). Summer Long Term, Summer Term I.

June 27 Last day to drop a course with a grade of "W," Summer Term I.

June 30 Last day to apply for a summer degree.

July 4 Fourth of July Holiday.

July 7 Final exams Summer Term I, Summer Term I ends.

July 8 All grades due in Registrar's office, 5:00 p.m. Summer Term I.

Summer Term II, 2011

March 27-July 4 Online registration for students. See *Student's Guide to Rights & Responsibilities* for specific details.

July 5 Payment of fees deadline.

July 7 Late registration and advising, Summer Term II (Apache Rooms).

July 11 Administrative changes, Summer Term II (Apache Rooms). Summer Term II begins (first class day; most Summer Term II classes meet Monday-Thursdays).

July 14 Official Reporting Day (All class rolls become official) - Summer Term II

August 1 Last day to drop a course with a grade of "W," Summer Term II, Summer Long Term.

August 12 Final exams Summer Term II, Summer Long Term. Summer Term II, Summer Long Term end.

August 12 Grades due in Registrar's office, 5 p.m., Summer Term II, Summer Long Term.

February 2011

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27	28					

March 2011

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27	28	29	30	31		

April 2011

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2011

Su	Mo	Tu	We	Th	Fr	Sa
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22	23	24	25	26	27	28
29	30	31				

June 2011

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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19	20	21	22	23	24	25
26	27	28	29	30		

July 2011

Su	Mo	Tu	We	Th	Fr	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 2011

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13

**Class Schedules
are online at:
[www.tjc.edu/
OnlineSchedule](http://www.tjc.edu/OnlineSchedule)**

2010-11 IMPORTANT DATES TO REMEMBER

Fall 2011 Advising Dates

As of 9/27/2010

Mini Registrations spring 2011

November 9-11 – 2nd Floor RSC (9:00 am to 3:00 pm)

November 30 - December 2

– 2nd Floor RSC (9:00 am to 3:00 pm)

December 14-15 – 2nd Floor RSC (9:00 am to 3:00 pm)

Mini Registrations for fall 2011

April 19-20 – 2nd Floor RSC (9:00 am to 3:00 pm)

May 3-4 – 2nd Floor RSC (9:00 am to 3:00 pm)

August 1-4 - Apache Rooms (9:00 am to 3:00 pm)

FYE Extravaganza

(two group sessions, 9:00 - 11:00 am and
1:00 - 3:00 pm on the 2nd day of each FYE)

June 15-16

July 13-14

June 22-23

July 20-21

June 29-30

Tyler Junior College has
Articulation and Transfer Agreements
with several Texas Universities.

Please consult the most current catalog online at:
www.tjc.edu/catalog

or visit with your advisor for more information.

Spring 2011 Final Exam Dates

Day of Final	Final Time	Class Time
9-May	7:00 a.m. - 9:20 a.m.	MW 7:00 a.m. - 8:15 a.m., MWF 7:25-8:15 a.m.
	9:35 a.m. - 11:30 a.m.	MWF 9:35 a.m. - 10:25 a.m.
	11:45 a.m. - 1:40 p.m.	MWF 11:45 a.m. - 12:35 p.m.
	2:20 p.m. - 4:15 p.m.	MW 2:20 p.m. - 3:35 p.m.
	5:20 p.m. - 7:15 p.m.	MW 5:20 p.m. - 6:35 p.m., M or W 5:20 p.m.
10-May	8:15 p.m. - 10:10 p.m.	MW 8:15 p.m. - 9:30 p.m., M or W 8:15 p.m.
	8:30 a.m. - 10:25 a.m.	TR 8:30 a.m. - 9:45 a.m.
	11:30 a.m. - 1:25 p.m.	TR 11:30 a.m. - 12:45 p.m.
	2:30 p.m. - 4:25 p.m.	TR 2:30 p.m. - 3:45 p.m.
	5:30 p.m. - 7:25 p.m.	TR 5:30 p.m. - 6:45 p.m., T or R 5:30 p.m.
11-May	8:30 a.m. - 10:25 p.m.	TR 8:30 p.m. - 9:45 p.m., T or R 8:30 p.m.
	8:30 a.m. - 10:25 a.m.	MWF 8:30 a.m. - 9:20 a.m.
	10:40 a.m. - 12:35 p.m.	MWF 10:40 a.m. - 11:30 a.m.
	12:50 p.m. - 2:45 p.m.	MWF 12:50 p.m. - 2:05 p.m.
	3:50 p.m. - 5:45 p.m.	MWF 3:50 p.m. - 5:05 p.m.
12-May	6:50 p.m. - 8:45 p.m.	MW 6:50 p.m. - 8:05 p.m.
	7:00 a.m. - 9:20 a.m.	TR 7:00 a.m. - 8:15 a.m.
	10:00 a.m. - 11:55 a.m.	TR 10:00 a.m. - 11:15 a.m.
	1:00 p.m. - 2:55 p.m.	TR 1 p.m. - 2:15 p.m.
	4:00 p.m. - 5:55 p.m.	TR 4:00 p.m. - 5:15 p.m.
	7:00 p.m. - 8:55 p.m.	TR 7:00 p.m. - 8:15 p.m., T or R 7:00 p.m.

Student/Employee Lanyard Guidelines

1. Lanyards must be worn around the neck while on campus, and the ID card must be clearly visible at all times, unless it should be removed for safety reasons or an approved ADA variance.
2. Any lanyard is acceptable, but it must be similar in design and worn in the same manner as the official college lanyard. The color of the lanyard is not critical.
3. No one will be allowed into class without wearing his or her ID/lanyard.
4. Students who do not have their ID/lanyards may pick up a Day Pass at Campus Safety. Employees may obtain a Day Lanyard from their respective Dean's or Director's office.
5. If a Day Pass is needed more than once per semester, students should go first to the Cashier's Office in WASC to pay \$2.50, then take the receipt to Campus Safety to pick up the Day Pass.



East Texas Friendly!

Revised 10/18/10

Compliance with the Americans with Disabilities Act (ADA)

Persons with disabilities and who need special accommodations are invited to contact the ADA Student Coordinator in Support Services office, located on the 2nd floor of the Rogers Student Center (RSC). Students may contact Support Services by calling 903-510-2395.

Information concerning accommodations for the student with a disability can be found on page 8.

Want to know what's happening on campus so you can be informed immediately about emergency closings, weather alerts, campus activities, and even get info about your classes? ApacheText can deliver this information via **text message** right to your cell phone. There is **no cost** to you other than any usual charge you may incur for text messages you receive.

Join ApacheText by texting

join tjc

to 720-270-6085.

Apache Text

CONSUMER INFORMATION DISSEMINATION REQUIREMENTS

Tyler Junior College makes certain information available to you. The following is a list of information that is available and where it can be obtained:

1. **General Information about Tyler Junior College**—*College Catalog, Student Handbook**, and *Student's Guide to Rights & Responsibilities*
2. **Requirements for officially withdrawing from the school**—*College Catalog*
3. **Federal financial aid available to students**—*Financial Aid Handbook**, *College Catalog*, TJC Financial Aid brochure, Financial Aid Web page
4. **Available state and local aid, school aid and private aid**—*Financial Aid Handbook**, *College Catalog*, TJC Financial Aid brochure, Financial Aid Web page
5. **How students apply for aid and how eligibility is determined**—*Financial Aid Handbook**, *College Catalog*, TJC Financial Aid brochure, Financial Aid Web page
6. **Rights and responsibilities of students receiving aid**—*Financial Aid Handbook**, Financial Aid Web Page
7. **How and when financial aid will be disbursed**—*Financial Aid Handbook**, Apache Access, Financial Aid Web page
8. **Criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid**—*Financial Aid Handbook**, Financial Aid Web page
9. **How the school distributes aid among students**—*Financial Aid Policy and Procedures Manual*
10. **Return of federal funds requirements under Title IV**—*Financial Aid Handbook**
11. **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act information**—Campus Safety, campus safety Web page (tjcpd.tjc.edu), Apache Access, *Student Handbook** (This report contains information on the following: law enforcement authority; security awareness and crime prevention; crime reporting; access, maintenance, and security of campus facilities; campus procedures for reporting crimes or emergencies; campus crime statistics; sex offense awareness, prevention, and reporting; and drug abuse awareness and prevention.)
12. **Family Education Rights and Privacy Act compliance information**—*College Catalog*, *Student's Guide to Rights & Responsibilities*, and Financial Aid Web page
13. **Completion and/or graduation rates**—Office of Institutional Research
14. **Terms and conditions of any employment that is part of the financial aid package**—*Financial Aid Handbook**, *Human Resources Policy and Procedures Manual*, Student Contract (if applicable)
15. **Terms of, schedules for, and the necessity of loan repayment and required loan exit counseling**—*Financial Aid Handbook**, loan counseling sessions, mailings from Financial Aid office, Disclosure Statement from lender
16. **Information on preventing drug and alcohol abuse**—*College Catalog*, *Student Handbook**, Student Affairs office, Campus Clinic, Support Services
17. **Information regarding the availability of SFA Program funds for study-abroad programs that are approved for credit by the home school**—Tyler Junior College does not participate in study-abroad programs as stated in the *Financial Aid Handbook**.
18. **Equity in Athletics Disclosure information**—Intercollegiate Athletics office, Office of Institutional Research, <http://www.opecd.gov/athletics/>
19. **Voter Registration Forms**—The Center for Student Life and Involvement, Student Affairs office
20. **Continuing Education Information**—Guidelines for continuing education students may be found in the most current *Continuing Education Course Schedule*.

*Comprehensive information is available online at www.tjc.edu.

Registrar's Office

(White Administrative Services Center)

Regular Office Hours

(except holidays):

Monday–Thursday, 8 a.m. – 6 p.m.

Friday, 8 a.m. – 5 p.m.

**Class Schedules
are online at:
www.tjc.edu/
OnlineSchedule**

FREQUENTLY CALLED NUMBERS

Academic Advising:

Director	903-510-3287
Academic Foundations	903-510-2425
Liberal Arts & Sciences	903-510-2425
Nursing & Health Professions	903-510-2662
Professional & Technical Programs	903-510-2347
Admissions	903-510-2523
Campus Safety during business hours	903-510-2258
On-Campus Emergency	903-510-2222
Career Services	903-510-2334
College Preparatory Studies	903-510-2036, 2037
Continuing Education	903-510-2900
Distance Learning Information	903-510-2529
Financial Aid	903-510-2385
Human Resources	903-510-2419
Intercollegiate Athletics	903-510-2458
Maintenance	903-510-2252
Ornelas Health & Physical Education Center	903-510-2555
Regional Training & Development Complex	903-510-2900
Registrar	903-510-2401
Residential Life and Housing	903-510-2345
Scholarships	903-510-2386
Student Affairs (WASC)	903-510-2261
Switchboard	903-510-2200
Toll-free (during business hours)	800-687-5680
Inclement Weather Information	903-510-3000
Transcripts	903-510-2400
Vaughn Library	903-510-2503
West Campus	903-510-2900

Rogers Student Center

Bookstore (Follett)	903-510-2522
Campus Clinic (ETMC, 2nd floor)	903-510-3862
Counseling (2nd & 3rd floor)	903-510-2878
Dining Services (Valley)	903-510-2516
Disability Services (2nd floor)	903-510-2878
TDD/TTY (3rd floor)	903-510-2394
Learning Loft (Tutoring, 3rd floor)	903-510-2892
Recreation Room	903-510-2611, 2259
Student Activities (2nd floor)	
Center for Student Life & Involvement	903-510-2797
Information Desk	903-510-2200
Intramurals	903-510-2613
Student Judicial Programs	903-510-2353
Support Services (2nd floor)	903-510-2395
Testing Center (2nd floor)	903-510-2617, 2049
The Apache Plains and Convenience Store	903-510-2619
TRIO (3rd floor)	903-510-2621

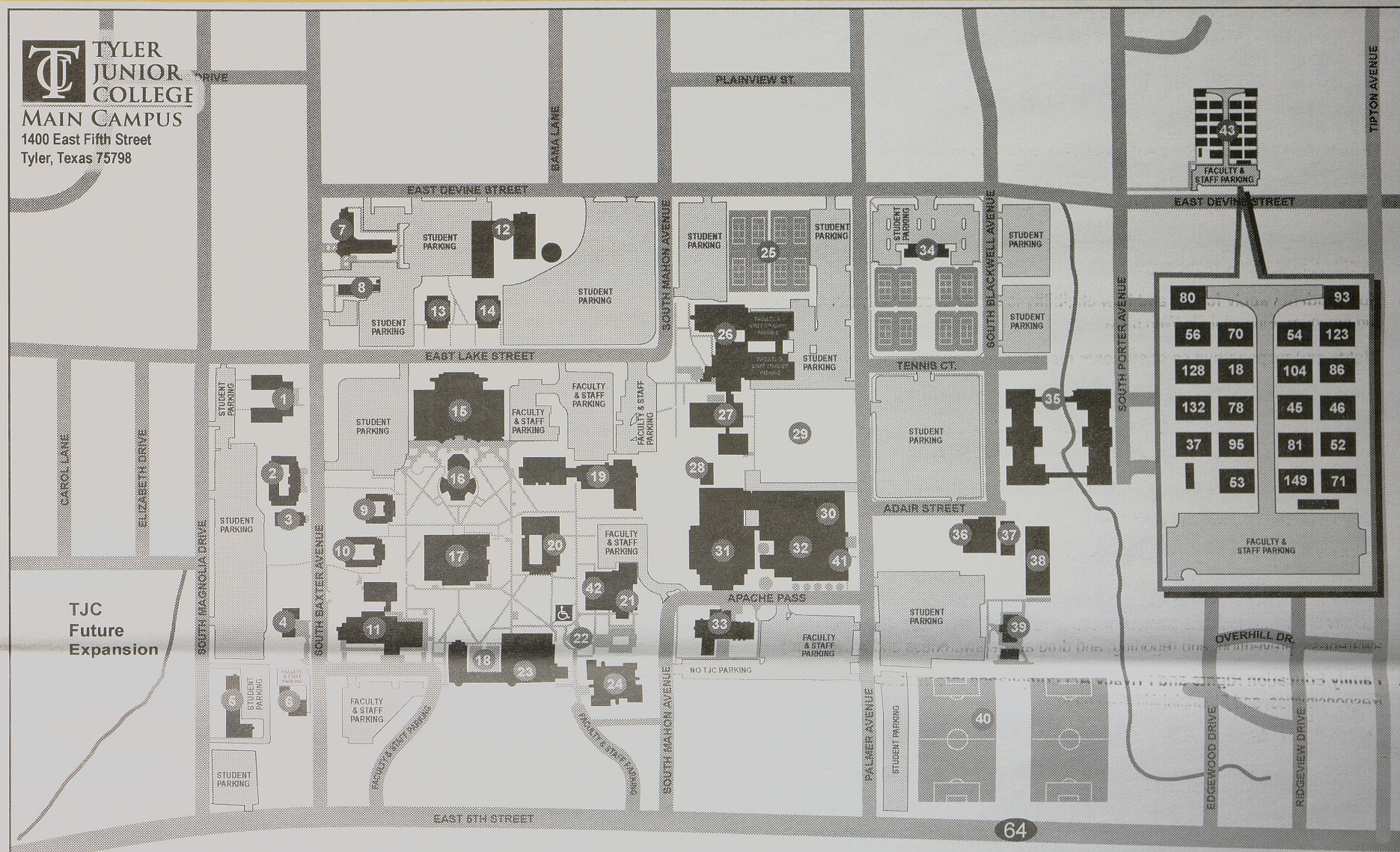
Residence Halls*

Lounge Phones

Bateman Hall	903-510-3086
Claridge Hall	903-510-3133
Holley Hall	903-510-3170
Hudnall Hall	903-510-3222
Lewis Hall	903-510-3249
Ornelas Residential Complex	903-510-3330
Sledge Hall	903-510-3288
Vaughn Hall	903-510-3342
West Hall	903-510-3315

*Residence hall numbers must be dialed direct and are not accessible through the TJC switchboard.

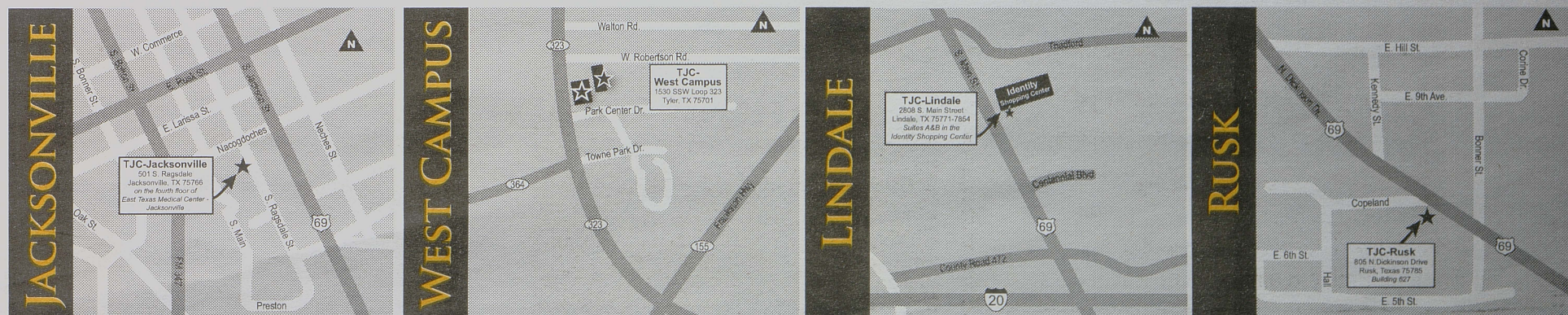
MAPS



- | | | | | | |
|---|--|---|---|--|---|
| 1 Claridge Hall | 9 Holley Hall | 16 Vaughn Conservatory (VC) | 24 Wise Cultural Arts (WCA) | 32 Ornelas Health & Physical Education Center (OHPE) | 38 Athletic Field House |
| 2 Sledge Hall | 10 Vaughn Hall | 17 Vaughn Library & Resource Center (LRC) | 25 Louise Brookshire Community Tennis Complex | 33 Tyler Museum of Art | 39 Pat Hartley Complex & Concession Stand |
| 3 Research & Marketing Services (RMS) | 11 White Administrative Services Center (WASC) | 18 Gatewood Garden | 26 Pirtle Technology (T) | 34 JoAnn Medlock Murphy Tennis Center (JMTC) | 40 Pat Hartley Field |
| 4 Campus Services (PRCH) | 12 Baldwin Maintenance Building (BMB) | 19 Genecov Science Building (G)(GB) | 27 Dental Hygiene Clinic | 35 Louise H. & Joseph Z. Ornelas Residential Complex | 41 Apache Belle Studio |
| 5 Bateman Hall | 13 West Hall | 20 Potter Hall (P) | 28 Hudnall Planetarium (HUDP) | 36 Satellite Physical Plant | 42 Fine Arts (FA) |
| 6 Campus Services (PRCH) Residential Life & Housing (RLH) | 14 Lewis Hall | 21 Wise Auditorium (FA) | 29 Intramural Field | 37 Athletic Strength & Conditioning Facility | 43 Apache Woodlands |
| 7 Hudnall Hall | 15 Rogers Student Center (RSC) | 22 Ina Brundrett Azalea Garden | 30 Band Hall | | |
| 8 Campus Safety (CS) | | 23 Jenkins Hall (J) | 31 Wagstaff Gymnasium (WG) | | |

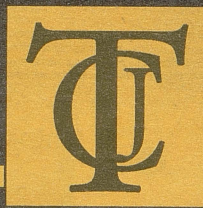
Please check the Web site for the most current map: www.tjc.edu

10/21/10



STUDENT GUIDE TO RIGHTS & RESPONSIBILITIES

SPRING-SUMMER 2011



TYLER
JUNIOR
COLLEGE

Including Registration Information

www.tjc.edu

or visit our website:

call 1.800.687.5680

For more information,



TYLER JUNIOR COLLEGE
P.O. BOX 9020
TYLER, TX 75711-9020

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